

SUMMONS

Meeting: Council

Place: Lansdowne Hall, Civic Centre, Trowbridge, St Stephen's Pl,
Trowbridge BA14 8AH
People may watch the meeting at [the following link](#).

Date: Tuesday 19 October 2021

Time: 10.30 am

Councillors are reminded to sign the attendance book before entering the meeting location

Please direct any enquiries on this Agenda to Tara Shannon of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718504352 or email kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Covid-19 safety precautions for public attendees

To ensure Covid-19 public health guidance is adhered to, a capacity limit for public attendance at this meeting will be in place. You must contact the officer named on this agenda no later than 5pm on 15 October 2021 if you wish to attend this meeting. Places will be allocated on a first come first served basis.

To ensure safety at the meeting, all members of the public are expected to adhere to the following public health arrangements to ensure the safety of themselves and others:

- Do not attend if presenting symptoms of, or have recently tested positive for, COVID-19
- Follow any one-way systems, signage and instruction
- Maintain social distancing
- Wear a face-mask (unless exempt)

Where it is not possible for you to attend due to reaching the safe capacity limit at the venue, alternative arrangements will be made, which may include your question/statement being submitted in writing.

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Parking

There is no public parking at the Civic Centre, please use nearby multi-storey car parks, or parking at County Hall, Bythesea Road, Trowbride, BA14 8JN

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

PART I

Items to be considered while the meeting is open to the public

1 **Apologies**

To receive any apologies for absence.

2 **Minutes of Previous Meeting (Pages 9 - 32)**

To approve as a correct record and sign the minutes of the last meeting of Council held on 20 July 2021.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Announcements by the Chairman**

To receive any announcements through the Chairman.

5 **Petitions (Pages 33 - 38)**

- a) To receive an update on Petitions
- b) To receive any presentations of Petitions

6 **Public Participation**

The Council welcomes contributions from members of the public, however due to Covid-19 public health advice, physical attendance at this meeting may be limited. Those wishing to attend are requested to notify the officer named on this agenda no later than 5pm on 15 October 2021.

Statements

Members of the public who wish to make a statement in relation to an item on this agenda are requested to contact the officer named on this agenda no later than 5pm on 15 October 2021. Up to three speakers are allowed for each item.

Each statement must:

- State whom the statement is from (including if representing another person or organisation);
- state points clearly, and;
- be readable aloud in approximately 3 minutes.

Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director) no later than 5pm on **Tuesday 12 October 2021** to receive a written response, or **Thursday 14 October 2021** to receive a verbal response at the meeting. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the

Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

ITEMS FOR COUNCIL

7 **Corporate Parenting Panel Annual Report** *(Pages 39 - 92)*

Report from the Corporate Director - People

8 **Gambling Statement of Principles** *(Pages 93 - 156)*

To consider a report from Director – Communities and Neighbourhood.

CONSTITUTION

9 **Constitutional Update - Cabinet Committee** *(Pages 157 - 160)*

To receive a report from the Monitoring Officer.

MOTIONS

10 **Notices of Motion**

To consider the following notices of motions:

10a) **Notice of Motion No 2021-02 - MyWiltshire App** *(Pages 161 - 162)*

To consider the attached motion from Cllr Paul Sample seeking small adjustments to the MyWiltshire App submission process.

10b) **Notice of Motion No 2021-03 Climate and Ecology Bill** *(Pages 163 - 166)*

To consider the attached motion from Cllr Dr Brian Mathew, asking the Council to declare its support for the Climate and Ecology Bill and to write to all Wiltshire MPs to support it.

OTHER ITEMS OF BUSINESS

11 **Announcements from Cabinet and Committees**

a) The Leader, Cabinet members and Chairmen of Committees will be invited to make any important announcements.

b) Councillors will be given the opportunity to raise questions to the Chairmen of Committees or to the Dorset and Wiltshire Fire Authority on the minutes of their meetings, [available here](#).

c) Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.

12 **Membership of Committees**

To determine any requests from Group Leaders for changes to committee membership in accordance with the allocation of seats to political groups previously approved by the Council.

13 **Members' Questions**

Councillors were required to give notice of any such question in writing to the officer names on the first page of this agenda **no later than 5pm** nine clear working days before the meeting – **Tuesday 5 October 2021** in order to be guaranteed a written response.

Any question received after 5pm on Tuesday 5 October 2021 and no later than 5pm four clear working days before the meeting, **Tuesday 12 October 2021**, may only receive a verbal response at the meeting. Any questions received after this date will be received at the next meeting.

Questions may be asked without notice if the Chairman determines the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

PART II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

None

Terence Herbert
Chief Executive
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire

Council

MINUTES OF THE COUNCIL MEETING HELD ON 20 JULY 2021 AT THE LANSDOWN HALL, CIVIC CENTRE, TROWBRIDGE

Present:

Cllr Stuart Wheeler (Chairman), Cllr James Sheppard (Vice-Chairman), Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Steve Bucknell, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Brian Dalton, Cllr Kevin Daley, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Nick Errington, Cllr Sarah Gibson, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Bob Jones MBE, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Antonio Piazza, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Pip Ridout, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Rich Rogers, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Ian Thorn, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tony Trotman, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

16 Apologies

Apologies for absence were received from Councillors Mary Champion, Ernie Clark, Mark Connolly, Caroline Corbin, Jane Davies, Adrian Foster, Jacqui Lay, Ian McLennan, Dr Nick Murry, Ashley O'Neill, Jack Oatley, Paul Oatway QPM, Mike Sankey, Tim Trimble, Bridget Wayman and Mary Webb.

17 Minutes of Previous Meeting

The minutes of the meeting held on 18 May 2021 were presented for consideration, and it was,

Resolved:

That the minutes of the meeting held on 18 May 2021 be approved and signed as a true and correct record.

18 **Declarations of Interest**

There were no declarations of disclosable interests or dispensations granted by the Standards Committee.

19 **Announcements by the Chairman**

Through the Chairman there were the following announcements:

Recent Engagements:

16 June 2021 - Opening of the Honorary Consulate Office of the Republic of Poland by the Polish Ambassador, His Excellency Prof. Arkady Rzegocki, accompanied by the Consul General, Mateusz Stasiek and other consular officers, Waterworks Road, Trowbridge.

4 July 2021 – Vice-Chairman virtually attended the Mayor of Trowbridge’s Civic Service, St. James’ Church, Trowbridge

HM The Queen’s Birthday Honours

The Chairman congratulated Wiltshire residents listed in the Queen’s Birthday Honours:

Officers of the Order of the British Empire (OBE)

- Mr. Allan Bennett, Salisbury, OBE for services to Microbiology in the Covid-19 response;
- Mr. Keith Lever, Wanborough, OBE for services to Volunteering during Covid-19;
- Dr. Christopher Timperley, Salisbury, OBE for services to UK Defence and Security;

Members of the Order of the British Empire (MBE)

- Mr. Clegg Bamber, Swindon, MBE for services to Education.
- Mrs. Anita Seaton, Chippenham, MBE for services to the Environment and Vulnerable Communities;

Medallists of the Order of the British Empire (BEM)

- Mr. Louis Edwards, Corsham, BEM for services to Defence and for Voluntary Service;
- Mr. Colin Elford, Salisbury, BEM for services to Forestry;
- Mr. Peter Lamont, Melksham, BEM for services to Young People

South West Challenge

Wiltshire Council staff had again won the South West Challenge in which 8 teams competed, in playing the part of an executive team dealing with and turning around the poor performing fictional Isle of Boroshire authority. The winning team included: Henry Powell, Ella Crerar, Katrina McJannet, Laura Young, Rachel Finlay and Kirsty Rose.

Recorded Votes

On the proposal of the Chairman, seconded by the Vice-Chairman, it was

Resolved:

That Council suspend paragraphs 22.6.2 and 22.6.4 of Part 4 of the Constitution in respect of recorded voting.

20 **Petitions**

The Chairman moved and presented the report by the Head of Democratic Services, which gave Council details of the one petition received for the period since the last Council meeting.. This was seconded by Councillor Sheppard.

Resolved:

That Council note the report, the petition received, and the actions being taken in relation to them, as set out in the report.

21 **Public Participation**

There were no public statements or questions submitted.

22 **Annual Treasury Management Outturn Report**

Councillor Pauline Church, Cabinet Member for Finance & Procurement, Commissioning, IT, Digital and Commercialisation, introduced and moved the recommendation as detailed in the report. The proposal was seconded by Councillor Richard Clewer.

The council was required by regulation to provide an Annual Treasury Management Review of activity and credential treasury indicators for the period from 1 April 2020 to 31 March 2021. A variation of the report had been presented to Cabinet.

The council continued to finance capital expenditure through maximising the use of capital receipts, capital grants and internal borrowing, overall enabling the council to under borrow by £176.5m and avoid interest costs of £3.8m.

It was stated that the council undertakes capital expenditure on long term assets and investments, financed immediately through capital or revenue resources with no impact on the Council borrowing need, or if insufficient in ternal funding was available or a decision was taken not to use internal resources, this would give rise to borrowing need.

A summary of the council's borrowing position on 31 March 2021 was detailed in appendix 1. The council's treasury position was intrinsically linked with the Capital Programme. When placing treasury transactions in the market, consideration would be given to investments with environmental and social benefits.

The Chairman then invited Group Leaders to comment on the report and presentation.

Councillor Richard Clewer thanked Councillor Church and noted that the report had been approved by Cabinet.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, thanked officers for enabling attendance at Council in a safe way and Trowbridge Town Council for hosting the meeting at the Civic Centre. He then noted that it would be helpful to understand the administration's view in terms of how to ensure the investments were as ethical as possible, in terms of investments with institutions and loans to local authorities. He hoped for a Business Plan which was more specific, and output driven so that we can measure performance in specific ways.

Councillor Graham Wright, on behalf of the Independent Group, thanked Councillor Church for her report.

Councillor Ricky Rogers, Leader of the Labour Group, noted that it was financially reassuring to hear that the Capital Programme would be back on track with future projects and developments.

The item was then opened for general debate.

During debate, there was a request for future reports to set out the criteria relating to social policy objectives.

Other issues raised included the loan repayment rates of 4,5, & 6% in relation to the base rate of 0.1%, and whether there was scope to re-negotiate. The focus on capital borrowing and expenditure was also welcomed.

Councillor Church noted that as much effort as possible was made to ensure that investments were ethical. The Capital Programme needed to be deliverable and have the correct focus for the authority. She was keen for future reports to include a link to the Social Policy Objectives and would liaise with Officers to take this forward.

With regards to high loan rates, those were the rates at the time the loans were taken out, work to establish if it would be viable to come out of the high interest loans and to re-borrow had been undertaken, however, to come out of a long-term borrowing position involved quite high costs, therefore to take that option would negate any savings.

At the conclusion of debate, and after hearing from the Cabinet Member, it was

Resolved:

That Council note the contents of the report are in line with the Treasury Management Strategy 2020/21.

23 **Wiltshire Council's Response to the Climate Emergency: Update Report**

Councillor Nick Botterill, Cabinet Member for Development Management, Strategic Planning and Climate Change introduced and moved the recommendation as detailed in the report This was seconded by Councillor Richard Clewer.

Councillor Botterill paid tribute to his predecessor for By Brook Division, former Councillor Baroness Scott of Bybrook OBE for her role in forming and shaping a newly formed authority from 2009 and to the previous Cabinet Member former Councillor Toby Sturgis, for his keen mind and steady hand in his role on the portfolio.

The authority resolved in 2019 to seek to make Wiltshire Council carbon neutral by 2030 and made a commitment in providing 6 monthly updates. Significant progress had been made over the past 6 months despite the pressures of the Covid-19 pandemic. Almost £92m of revenue and capital expenditure had been approved to be spent on reducing carbon emissions.

Wiltshire was a large rural county which presented many additional challenges in carbon reduction; however, the council had set out ambitious plans in producing deliverable reductions in carbon output and from biggest sources of emissions.

Adapting society to a low carbon future over the coming years would not be an easy task and would likely not happen at all if there were a weak faltering economy and a broken society. That was why it was imperative to ensure that the economy grows, and communities thrive.

The Chairman then invited Group Leaders to comment on the report and presentations received.

Councillor Richard Clewer, Leader of the Council, thanked Councillor Botterill and the Carbon Reduction team, noting that this was a critical year for the country in terms of getting strategies and plans in place for reduced carbon. The government's Decarbonising Transport Plan had recently been published, which started to set out what would need to take place, on working towards decarbonisation of transport.

The council's Climate strategy was up for consultation and intended to be considered for approval later in 2021. He noted that the approach was impressive, and that the council had already achieved an 80% reduction on figures for 2016. Government policy would need to change to enable further movement, which the council was ready to act upon.

The Leader had also taken over as chairman for the Countryside Climate Network, a group of mostly rural authorities coordinating work to help achieve net zero and improve resilience of communities. He had recently visited Europe's largest battery storage centre in Minety, noting that it was good to be playing a part, particularly as a rural authority, in solar and other technologies.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, also conveyed his thanks to officers and those Members who were present when the council voted for the Climate Emergency motion which set the council on its path to achieve its objectives.

He went on to note that a challenge of the initiative was how to engage, involve and work with communities across the county. The first step would need to ensure joined up working to achieve the objectives.

One of the greatest impacts on the environment could be the council's emerging Local Plan, in recognising legislation and national guidance and reflecting the climate objectives.

With regards to the council's Business Plan, he felt it was important to set clear unambiguous targets to be able to measure achievement and show leadership.

Councillor Graham Wright, representing the Independent Group, welcomed the report and endorsed the comments of Councillor Thorn, adding that the council should not underestimate the task in hand and to recognise that there was still a long way to go.

Councillor Ricky Rogers, Leader of the Labour Group, welcome the report, noting that the council had made a great step forward so far. He highlighted the importance of meeting objectives and to be transparent with residents. He noted that there would be substantial costs involved in implementing the plans, and that the provision of a timeline setting out the plan would be well received. He also noted that the council would need to make sure that all of the contractors across the service provision were working in line with the plan.

The item was then opened for general debate where it was noted that the report regularly made reference to the word carbon as opposed to carbon dioxide and the difference between the two.

Other issues raised included carbon emissions from residual household waste, and the approval of an incineration plant by the Strategic Planning Committee. The issue of outdated or inadequate levels of public electrical vehicle charging points across the county was raised, and the impact of solar farms on rural farming with a request to look at more natural approaches within the countryside and whether it would be possible for Wiltshire to have a food recycling programme. It was also noted that any plans or programmes should be considered for the whole of Wiltshire rather than individual areas.

Whether it may be practicable to host an event with Wiltshire Climate Alliance, town and parish councils, and local organisations to engage together was also raised.

Councillor Botterill thanked Members for their comments and stated that the council would use its democratic mandate to maximum effect to be an agent of change. The Local Plan would include many areas of consideration in terms of Climate Change and that the target of 2030 was a hard objective.

He stated that the council currently rated quite high in terms of electric vehicle (EV) charging provision; national guidance on the standards on this was awaited, it was accepted that there had been a lag on rolling out EV charging points.

At the conclusion of debate, it was:

Resolved:

That Council note the actions taken in response to the climate emergency following the last update in February 2021.

24 **Overview and Scrutiny Annual Report**

Councillor Graham Wright, Chairman of the Overview and Scrutiny Management Committee, moved and presented the report

He noted it had been a difficult year due to the pandemic, requiring the council to restructure its ways of working to enable Scrutiny to continue in new ways.

The Covid-19 Response Task Group had been formed during the year, comprising a group of 7 members who met regularly with the Leader and Corporate Leadership Team regarding any Covid-19 related issues.

Across the year the Management Committee had continued to hold public meetings online, whilst the Children's, Environment and Health Select Committees had undertaken work on a more informal basis, feeding into the Management Committee.

Following the elections in May 2021 Councillor Wright welcomed new Chairmen for Environment and Health Select Committees, and a new Vice-Chairman for the Management Committee. He paid tribute to the work of previous Chairmen across a difficult period, in particular the long service of the outgoing Vice-Chairman of the Management Committee, former Councillor Alan Hill.

Councillor Wright noted the national recognition of Wiltshire Council as providing effective scrutiny, and in particular the work of the Financial Planning Task Group.

Chairmen of the Select Committees were then given the opportunity to comment, with Councillor Jon Hubbard, Chairman of the Children's Select Committee, noting changes to regular briefings to the committee, which would be open to all Members and recorded for future availability.

The Chairman of the Council then moved that the annual report of Overview and Scrutiny be noted. This was seconded by the Vice-Chairman.

The Chairman then invited Group Leaders to comment on the report and presentations received.

Councillor Richard Clewer, Leader of the Council, thanked Overview and Scrutiny for its work over a challenging year, complimenting the way it had functioned with remote arrangements.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, thanked all those who had participated in Overview and Scrutiny. He noted the importance of engaging as many as possible in discussion and decisions, including through use of online methods, and emphasised the importance of Cabinet decisions being taken through the appropriate scrutiny process.

Councillor Ricky Rogers, Leader of the Labour Group, thanked those members who had taken part in Overview and Scrutiny activity. He highlighted it was an opportunity for all Members to enhance their knowledge of how the council worked in specific areas.

Following opportunity for debate, it was

Resolved:

That Council note the contents of the report.

25 **Report of the Independent Remuneration Panel**

Councillor Ian Blair-Pilling, Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operational Assets, introduced the background to the report.

It was a legal requirement to review Members' allowances at least every 4 years. In 2021 the council convened an Independent Remuneration Panel (IRP) to review the Members Allowance Scheme. The council was asked to consider the recommendations of the IRP, the views of Members and the financial implications of the proposals, as set out in the report.

The Chairman of the IRP, Mr John Quinton, presented the report and appendices in the agenda.

The IRP had met seven times and consulted with a total of 36 Members in addition to surveying for views and had also carried out comparison work other local authorities and their allowances pre and post pandemic and after. Mr Quinton emphasised that the IRP was not responsible for financial implications of the recommendations and could not consider these when determining what they felt was appropriate to recommend for any roles or activity. He noted that the purpose of allowances was to provide reasonable compensation for time spent on a specific role and was not a salary replacement scheme.

Some key findings and conclusions were noted. In previous years the allowances were increased in line with the staff pay award. As this had not yet been agreed, the Panel had factored in an increase for 2021/22, to bring it in

line with an expected incremental pay rise and to the added requirements of working from home due to the pandemic.

Each Special Responsibility Allowance (SRA) position was considered on its own merits due to the varying level of input and requirement each afforded. In addition, some decrease in allowances were recommended for posts such as the Chairman and Vice-Chairman of the Council and a removal of an allowance for the Chairman of the Health & Wellbeing Board.

Other recommendations included the implementation of an increase to the Carers allowance, as well as the inclusion of a Sickness and Parental Leave policy, which it was noted would help to remove perceived barriers to those considering standing for election.

Councillor Blair-Pilling thanked Mr Quinton for his report and noted that it was clear that the IRP had applied a great detail of reasoning and research towards the task. However, in particular due to the financial implications of the proposals and difficulty in extracting other elements from within the recommendations, he could not support the proposals. Accordingly, he moved the following motion:

That council notes the recommendations of the IRP, and the requirement to consider these in the context of their financial implications, outlined in the covering report;

The council retains for the council term 2021-25, the entire Councillor Allowance Scheme as set out in Part 13 of the Constitution and continued to apply the staff pay award (NJC terms and conditions) as the index by which annual adjustments apply to allowances, with effect from 1 April 2021; and the Members' Allowance Scheme be amended accordingly.

This was seconded by Councillor Laura Mayes.

The Chairman then invited Group Leaders to comment on the report and the proposal of the Cabinet Member.

Councillor Richard Clewer, Leader of the Council, thanked the IRP for its work but stated that the proposals would increase the overall remuneration by 5.5%. With the NHS was looking at a 1% increase, and Wiltshire Council staff a possible 2% increase, he therefore did not feel it was appropriate for Members to take an increase above that.

As there was not a simple way to make individual changes, he agreed with the suggestion of continuing the existing scheme, adopting an annual increase in line with the staff pay award once this was known.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, added his thanks to the Panel and agreed that the proposal for a 5.5% increase could not be accepted and supported the motion of the Cabinet Member.

Councillor Graham Wright, representing the Independent Group, supported the motion.

Councillor Ricky Rogers, Leader of the Labour Group, thanked the IRP for the report and noted that no elected Member put themselves forward to represent their community for a salary. He noted that as with other Members he had separate job and a business to run, and felt that the allowances had to be in context as they were a reflection of the lost earnings incurred when representing his community and all Members made sacrifices to carry out their roles in some way. He went on to add that the report was honest, and a suggested way forward, however he agreed with the motion of the Cabinet Member.

The item was then opened for general debate. A comment was made that the 5.5% increase recommended was of the maximum possible under the proposed scheme and did not represent the reality of what would be paid, as for example some SRA positions would not be able to be claimed due to the limits on the number held by each Member.

Councillor Jon Hubbard then moved an amendment to the motion that:

Council REJECTS the recommendation of the IRP in full but does ask that the following elements of the report are adopted:

- *Revisions to payments for Special Responsibility Allowances*
- *Payments to co-opted members of the council*

The figures below were based on if ALL remunerated posts were filled (which they were not) and assumed that the current Employers offer of 1.5% rise for public sector workers was finally adopted. The figures had been accepted by the Section 151 Officer as accurate.

Total cost in 2020/21 - £1,981,998

	<i>Proposal from IRP</i>	<i>Reject IRP</i>	<i>Proposed Amendment</i>
<i>Total Cost in 2021/22</i>	<i>£2,065,000</i>	<i>£2,011,503</i>	<i>£2,019,969</i>
<i>% Increase against 2020/21</i>	<i>4.2%</i>	<i>1.5%</i>	<i>1.9%</i>
<i>£ Increase against 2020/21</i>	<i>£83,002</i>	<i>£29,505</i>	<i>£37,970</i>

Total additional cost of implementing Proposed Amendment against option of rejecting the IRP was £8,465.

The amendment was seconded for debate by Councillor Ricky Rogers.

Councillor Blair-Pilling in response stated he did not support the proposed amendment. He did not consider it appropriate to seek to unpick elements of the overall recommendations and did not consider any proposals over the staff pay award should be accepted.

The Chairman then invited comments from group leaders.

Councillor Richard Clewer, Leader of the Council, did not support the amendment, noting that some SRAs would increase by 15% and that a pay rise above staff was not appropriate at the moment.

Councillor Ian Thorn, Leader of the Liberal Democrat Group did not support the amendment, noting that members on the basic allowance would enjoy an increase of around 1.5% but those members with several SRAs would receive higher increases.

Councillor Graham Wright, representing the Independent Group, noted the logic in the yes or no approach to the report, and confirmed that he would not support the amendment.

Councillor Ricky Rogers, Leader of the Labour Party thanked Councillor Hubbard for raising the issue and the plight for carers, and noted that the recommendations of the IRP did have some positive elements in that respect. In relation to SRA allowances, he noted that it was optional to take the higher increase and Members could individually refuse a higher increase be paid to them, should that be their preference.

The amendment was then opened for general debate.

During debate the level of increase for staff against the proposed higher increase for Members was questioned. Support for an increase to the Carers allowance was raised. Some considered that that the issue of Members Allowances would best be decided nationally by central Government.

As mover of the amendment Councillor Hubbard responded to the debate, stating that the 5.5% figure was not a true reflection of the amount that would be paid. With the increase to the basic allowance removed through his amendment this reduced the increase significantly. He noted that If the amendment was rejected, the highest earning Members not face the reductions had the IRP proposals been adopted. He stated that he was always open and transparent with the electorate on any increase in remuneration.

At the conclusion of debate a recorded vote was requested and supported by the requisite number of Members.

The amendment to the motion was rejected with 2 votes in favour, 74 against and 3 abstentions, with the details attached to these minutes.

Councillor Christopher Newbury then raised a new amendment to incorporate elements of the IRP with regards to dependents carers allowance:

The Dependants' Carers' Allowance shall be paid at actual cost (up to a maximum rate of £30 per hour) or set at the National Minimum Wage hourly rate when informal care is provided by a friend or family member.

The period of duty is calculated on a 'door-to-door' basis, i.e. from the time a Member or co-optee leaves their place of residence to carry out the council duty to the time they return.

The amendment was seconded by Councillor Bob Jones MBE.

The Chairman invited comment from Group leaders.

Councillor Richard Clewer, Leader of the Council, noted that whilst he had sympathy with the recommendation, he considered whether it would be better to ask the IRP to look at the topic and report back in a year's time.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, supported the amendment.

Councillor Graham Wright, representing the Independent Group, supported the view that the IRP could look at specific matters further in future.

Councillor Ricky Rogers, Leader of the Labour Party, supported the amendment.

The item was then opened for general debate.

During debate the needs of carers to be supported to best enable them to also carry out duties as a Member was raised.

During the course of debate, Councillor Blair-Pilling and the seconder of the original motion determined to accept the amendment.

At the conclusion of debate, it was there:

Resolved:

- 1) That Council notes the recommendations of the Independent Remuneration Panel, and the requirement to consider these in the context of their financial implications, outlined in the covering report;**
- 2) That Council retains, for the council term 2021-25, the entire Member Allowance Scheme as set out in Part 13 of the Constitution, with the addition of the carers allowance recommended as detailed in recommendation 19 of the report, para 93:**

The Dependants' Carers' Allowance scheme shall be amended to be paid at the actual cost up to a maximum rate of £30 per hour or set at the

National Minimum Wage hourly rate when informal care is provided by a friend or family member.

- 3) **That Council continues to apply the staff pay award (NJC terms and conditions) as the index by which annual adjustments apply to allowances, with effect from 1 April 2021; and the Members' Allowance Scheme be amended accordingly.**

26 **Proposed Changes to the Constitution**

Councillor Ian Blair-Pilling, Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operational Assets, moved and introduced the recommendation to amend the Constitution in respect of the Health and Wellbeing Board and Governance Reporting Arrangements of the agenda. This was seconded by Councillor Simon Jacobs.

The Chairman then invited Group Leaders to comment on the report. There were no comments.

The item was then opened for general debate, where no comments were received.

It was therefore:

Resolved:

That Council approves the proposed changes to Part 3B and Protocol 10 of the Constitution.

27 **Area Board Naming: Amesbury area**

Councillor Ian Blair-Pilling, as Chairman of the Electoral Review Committee, introduced and moved the report, which set out the proposal that Amesbury Area Board be re-named Stonehenge Area Board. Councillor Gavin Grant, Vice-Chairman of the Electoral Review Committee, seconded the proposal.

The Chairman then invited Group Leaders to comment on the report and presentations received.

Councillor Graham Wright, representing the Independent Group noted that in his capacity of Chairman of the Area Board in question, he welcomed the proposals.

The item was opened for general debate, where the proposals were supported.

At the conclusion of debate, it was:

Resolved:

That Council approve that Amesbury Area Board be renamed Stonehenge Area Board, and to delegate any necessary constitutional changes to the Monitoring Officer.

28 **Notice of Motion No.2021-01: Members' Allowances Scheme**

A motion was moved by Councillor Philip Whitehead regarding proposed amendments to the Members' Allowance Scheme. The motion was seconded by Councillor Graham Wright.

Councillor Whitehead considered there was currently an anomaly where the payment of Special Responsibility Allowances (SRAs) stopped from the end of the previous council term until the first meeting of Full Council, despite work ongoing during that time for many SRA holders, if they were re-elected. He proposed that the Scheme be amended to recognise the ongoing work that took place and to permit remuneration to continue for that period.

A point of order was raised, which asked for clarification on whether, at the point of an election, the council was then dissolved, and as such those appointed in positions with SRA's were also dissolved until new council formed.

The Monitoring Officer, Perry Holmes, clarified that the term of office for councillors ended four days after an election, when the new council term initiated for those who had been elected or re-elected. The Members' allowances scheme could be amended to retain SRA payments up to the first meeting of Full Council, should Members be re-elected.

The relevant Cabinet Member, Councillor Ian Blair-Pilling, Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operational Assets supported the motion.

The Chairman moved that the motion be debated, this was seconded by the Vice-Chairman.

The Chairman the invited Group Leaders to comment on the motion.

Councillor Richard Clewer, Leader of the Council, noted that meetings and work did continue during the period between the election and the first Full Council and as such he supported the motion.

Councillor Ian Thorn, Leader of the Liberal Democrat Group, shared the view that it was an anomaly in the arrangements and that Members with SRAs should be focused and working for the council during the period mentioned and therefore supported the motion.

Councillor Ricky Rogers, Leader of the Labour Group stated he was not against the motion in principle, however as he had not consulted with residents in his

Division, many of whom were financially struggling, and would wish to take their views in to consideration.

The motion was then opened for general debate.

Points raised during debate included noting that not all committees elected a chairman at the first meeting of Full Council, but at the first meeting of the committee, which could be a significant time afterwards.

Councillor Jon Hubbard therefore moved an amendment include the words 'or relevant committee' to ensure those roles appointed by Committee were also covered by the motion. This was accepted by the mover and seconder of the original motion.

At the conclusion of debate, it was therefore:

Resolution:

That the Members' Allowances Scheme be amended to include provision that in an election year the SRAs for all SRA holders continue until the new SRA holders are appointed by Full Council or relevant Committee. This to apply from 7 May 2021 onwards, providing the Member was re-elected.

29 **Announcements from Cabinet and Committees**

There were no announcements by Cabinet Members or Chairmen of Committees.

30 **Appointments to the Local Pension Board and Wiltshire Pension Fund Committee**

Councillor Pauline Church, Cabinet Member for Finance, Procurement and Commercial Investment, presented a report and recommendations on appointments to the Wiltshire Pension Fund Committee and Local Pension Board. This was seconded by Councillor Richard Clewer.

The Chairman then invited Group Leaders to comment on the report, there were no comments.

The item was then opened for general debate.

During debate it was noted that the motion fell in to two parts, the first to confirm the appointment to the Wiltshire Pension Fund Committee, the second to delegate to the monitoring officer to appoint a representative to the Local Pension Board and that there were two meetings of the Standards Committee before October 2021. It was suggested that if there were more than one nomination for the post, the appointment to be made by the Standards Committee in accordance with procedure. If there was nomination the delegated authority would be exercised to appoint to the position.

At the conclusion of debate, it was therefore:

Resolved:

That Council:

- a) Appoints Claire Anthony to the Wiltshire Pension Fund Committee for a four-year term as an Employer Member Representative;**
- b) Delegates to the Monitoring Officer to appoint a representative to the Local Pension Board once a nomination is made by the employer group.**

31 **Membership of Committees**

The Chairman invited Group Leaders to request any membership changes.

Group leaders proposed changes to committee membership as detailed in the resolution.

The Chairman moved the proposed membership changes. This was seconded by the Vice-Chairman. It was:

Resolved:

To make the following appointments to Committees:

- **Councillor Mary Webb to be removed from the Environment Select Committee, and removed as a substitute from the Licensing Committee, Children’s Select Committee, Police & Crime Committee, and Staffing Policy Committee.**
- **Councillor James Sheppard to be appointed to the Environment Select Committee as a substitute.**
- **Councillor Jerry Kunkler to be appointed to the Licensing Committee as a Substitute.**
- **Councillor Jonny Kidney to be appointed to the Children’s Select Committee as a Substitute.**
- **Councillor Stuart Wheeler to be appointed to the Police & Crime Committee as a Substitute.**
- **Councillor Tamara Ray to be appointed to the Staffing Policy Committee as a Substitute.**
- **Councillor Liz Alstrom to be removed from the Environment Select Committee**
- **Councillor Mel Jacobs to be appointed to the Environmental Select Committee.**
- **Councillor Ian Thorn to come off Audit and Governance Committee**
- **Councillor Adrian Foster to be appointed to Audit and Governance Committee.**
- **Councillor Liz Alstrom to be removed from the Environment Select Committee**
- **Councillor Mel Jacobs to be appointed to the Environmental Select Committee.**

- **Councillor Ian Thorn to come off Audit and Governance Committee**
- **Councillor Adrian Foster to be appointed to Audit and Governance Committee.**

32 Councillors' Questions

Two questions were received from Councillors, as set out in Supplement 1 to the agenda. Written responses had been provided in Appendix 2 to the report.

Questions 21-01 - Progress update on implementation of Service Delegation & Asset Transfer Policy - Councillor Ruth Hopkinson

A supplementary question was made regarding if the policy had been shelved and what involvement there had been from Overview and Scrutiny. The Leader responded that during the Covid-19 pandemic resources had needed to be reallocated, but that work would be starting up again for a programme soon.

Questions 21-02 - Planning Conditions - Councillor Edward Kirk

There were no supplementary questions.

(Duration of meeting: 10.30 am - 2.00 pm)

The Officer who has produced these minutes is Lisa Moore of Democratic Services, direct line 01722 434560, e-mail lisa.moore@wiltshire.gov.uk

Press enquiries to Communications, direct line ((01225) 713114 or email communications@wiltshire.gov.uk

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Full Council Meeting – 21 September 2021 – Members Attendance

Councillor Name	Time In	Time Out
Phil Alford	10:30	14:00
Liz Alstrom	10:30	14:00
Helen Belcher	10:30	14:00
Chuck Berry	10:30	14:00
Ian Blair-Pilling	10:30	14:00
Nick Botterill	10:30	14:00
David Bowler	10:30	14:00
Richard Britton	10:30	14:00
Allison Bucknell	10:30	14:00
Steve Bucknell	10:30	14:00
Clare Cape	10:30	14:00
Trevor Carbin	10:30	14:00
Daniel Cave	10:30	14:00
Mary Champion	Apologies	Apologies
Pauline Church	10:30	14:00
Ernie Clark	Apologies	Apologies
Richard Clewer	10:30	14:00
Zoë Clewer	10:30	14:00
Mark Connolly	Apologies	Apologies
Caroline Corbin	Apologies	Apologies
Kevin Daley	10:30	14:00
Brian Dalton	10:30	14:00
Jane Davies	Apologies	Apologies
Andrew Davis	10:30	14:00
Matthew Dean	10:30	14:00
Dr Monica Devendran	10:30	14:00
Nick Errington	10:30	14:00
Adrian Foster	Apologies	Apologies
Sarah Gibson	10:30	14:00
Gavin Grant	10:30	14:00
Howard Greenman	10:30	14:00
Ross Henning	10:30	14:00
Sven Hocking	10:30	14:00
Nick Holder	10:30	14:00
Ruth Hopkinson	10:30	14:00
Jon Hubbard	10:30	14:00
Peter Hutton	10:30	14:00
Tony Jackson	10:30	14:00
Mel Jacob	10:30	14:00
Simon Jacobs	10:30	14:00
George Jeans	10:30	11:45
Bob Jones MBE	10:30	14:00
Johnny Kidney	10:30	13:15

Carole King	10:30	14:00
Gordon King	10:30	14:00
Edward Kirk	10:30	14:00
Jerry Kunkler	10:30	14:00
Jacqui Lay	Apologies	Apologies
Kathryn MacDermid	10:30	14:00
Dr Brian Mathew	10:30	14:00
Laura Mayes	10:30	14:00
Dr Mark McClelland	10:30	14:00
Charles McGrath	10:30	14:00
Ian McLennan	Apologies	Apologies
Dominic Muns	10:30	14:00
Dr Nick Murry	Apologies	Apologies
Nabil Najjar	10:30	14:00
Kelvin Nash	10:30	14:00
Christopher Newbury	10:30	14:00
Ashley O'Neill	Apologies	Apologies
Jack Oatley	Apologies	Apologies
Paul Oatway QPM	Apologies	Apologies
Andrew Oliver	10:30	14:00
Stewart Palmen	10:30	14:00
Bill Parks	10:30	14:00
Sam Pearce-Kearney	10:30	14:00
Antonio Piazza	10:30	14:00
Tony Pickernell	10:30	14:00
Horace Prickett	10:30	14:00
Nic Puntis	10:30	14:00
Tamara Reay	10:30	14:00
Pip Ridout	10:30	14:00
Rich Rogers	10:30	14:00
Ricky Rogers	10:30	14:00
Tom Rounds	10:30	14:00
Paul Sample JP	10:30	14:00
Mike Sankey	Apologies	Apologies
Jonathon Seed	10:30	14:00
James Sheppard	10:30	14:00
Martin Smith	10:30	14:00
Caroline Thomas	10:30	14:00
Ian Thorn	10:30	14:00
Elizabeth Threlfall	10:30	14:00
Jo Trigg	10:30	14:00
Tim Trimble	Apologies	Apologies
Ton Trotman	10:30	14:00
Mark Verbinnen	10:30	14:00
David Vigar	10:30	14:00
Iain Wallis	10:30	14:00

Derek Walters	10:30	14:00
Bridget Wayman	Apologies	Apologies
Mary Webb	Apologies	Apologies
Stuart Wheeler	10:30	14:00
Philip Whitehead	10:30	14:00
Suzanne Wickham	10:30	14:00
Christopher Williams	10:30	14:00
Robert Yuill	10:30	14:00

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Item 10 - Recorded Vote - Amendment – Jon Hubbard/Ricky Rogers 2 For, 74 Against, 3 Abstentions

First Name	Surname	Vote
Phil	Alford	Against
Liz	Alstrom	Against
Helen	Belcher	Against
Chuck	Berry	Against
Ian	Blair-Pilling	Against
Nick	Botterill	Against
David	Bowler	Against
Richard	Britton	Against
Allison	Bucknell	Against
Steve	Bucknell	Against
Clare	Cape	Against
Trevor	Carbin	Against
Richard	Clewer	Against
Daniel	Cave	Against
Pauline	Church	Against
Richard	Clewer	Against
Zoë	Clewer	Against
Kevin	Daley	Against
Brian	Dalton	Against
Andrew	Davis	Against
Matthew	Dean	For
Dr Monica	Devendran	Against
Nick	Errington	Against
Sarah	Gibson	Against
Gavin	Grant	Against
Howard	Greenman	Against
Ross	Henning	Against
Sven	Hocking	Against
Nick	Holder	Against
Ruth	Hopkinson	Against
Jon	Hubbard	For
Peter	Hutton	Against
Tony	Jackson	Against
Mel	Jacob	Against
Simon	Jacobs	Against
Bob	Jones MBE	Against
Johnny	Kidney	Against
Gordon	King	Against
Carole	King	Against
Edward	Kirk	Against
Kathryn	MacDermid	Against
Dr Brian	Mathew	Against
Laura	Mayes	Against
Dr Mark	McClelland	Against
Charles	McGrath	Against
Dominic	Muns	Against
Nabil	Najjar	Against
Kelvin	Nash	Against

Christopher	Newbury	Against
Andrew	Oliver	Against
Stewart	Palmen	Against
Bill	Parks	Against
Sam	Pearce-Kearney	Against
Antonio	Piazza	Against
Tony	Pickernell	Against
Horace	Prickett	Against
Nic	Puntis	Against
Tamara	Reay	Against
Pip	Ridout	Against
Ricky	Rogers	Abstain
Rich	Rogers	Against
Tom	Rounds	Against
Paul	Sample JP	Against
Jonathon	Seed	Against
James	Sheppard	Abstain
Martin	Smith	Against
Caroline	Thomas	Against
Ian	Thorn	Against
Elizabeth	Threlfall	Against
Jo	Trigg	Against
Tony	Trotman	Against
Mark	Verbinnen	Against
David	Vigar	Against
Iain	Wallis	Against
Derek	Walters	Against
Stuart	Wheeler	Abstain
Philip	Whitehead	Against
Suzanne	Wickham	Against
Christopher	Williams	Against
Graham	Wright	Against
Robert	Yuill	Against

Wiltshire Council

Council

19 October 2021

Petitions Update

Petitions Received

As of 5 October 2021, there have been 3 new petitions received by Wiltshire Council since the last report to Council on 20 July 2021.

Proposal

- a) That Council notes this update on petitions.**
 - b) That Council receives any petitions presented to the meeting.**
-

Ben Fielding
Democratic Services Officer

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(NAME	DATE RECEIVED	RESPONDENTS	ACTION
Social distancing traffic system in Bradford on Avon with reference to Wine Street 21330	26.07.2021	55 (Paper Submission)	A response was provided to the lead petitioner from Highways. Cllr Dr Mark McClelland (Cabinet Member for Highways) and the local Bradford on Avon Area Board Members were informed about the petition. The response outlined that as the scheme was installed under a temporary traffic regulation order, requests to make it permanent would only be considered once the temporary scheme has been removed, and only then in close consultation with the Town Council and with the broad support of the local community. It will now be for the Town Council to consider the future options within Bradford on Avon including Wine Street.
Climate Change Strategy	13.09.2021	127 Online	A response was provided to the lead petitioner from Head of Carbon Reduction. The Director of Highways and Environment and Cllr Nick Botterill (Cabinet Member with responsibility for Climate Change) were informed about the petition. The response outlined that the council does not agree that no meaningful action has been taken to reduce countywide emissions. The council has published four progress updates to Cabinet and Council in the past 2 ½ years which set out a wide range of activity. The last one was published in July 2021 (see item 30 here), at which point a total of £88.095m capital and £3.871m revenue had been approved for the council's climate programme. The council itself has reduced its carbon footprint by 81% since 2014-15 and countywide emissions came down by 16% just between 2014-15 and 2019 (the latest data available from government).

			<p>The draft climate strategy sets out what the council plans to focus on over the next 5 years and contains a comprehensive set of objectives and areas of focus. Delivery plans will also be developed to set out specific actions, but it is important to ensure the council has set the right objectives first.</p> <p>The council's climate strategy is being consulted on widely and will be amended in light of consultation feedback for adoption by full Council at its meeting in February 2022. The focus after the end of the consultation period will be to ensure that the objectives and areas of focus in the strategy are amended to reflect both consultation feedback and changes to government policy around the time of COP26. The council will also be taking forward the areas of focus that are designated for immediate action (highlighted by an exclamation mark in the consultation document) as it is not waiting for the strategy to be adopted before taking action.</p> <p>Significant progress was reported at the last update report to Cabinet and Council in July 2021. During this extremely busy climate strategy consultation period, the council has made further progress with the following actions, showing that we are treating the climate emergency with the urgency that it deserves:</p> <ul style="list-style-type: none">• Launching a new #WiltsCanDoThis social media campaign to raise awareness of what the council is doing and what more residents can do to tackle climate change• Securing £96k for Bradford on Avon town council to plant more than 3000 trees in the town by April
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			<ul style="list-style-type: none"> • Publishing the council's first Electric Vehicle Infrastructure plan on 5 October as part of Cabinet papers for the 12 October meeting – our first delivery plan for the climate strategy <p>The council will be working to develop and agree carbon reduction targets as part of delivery plans.</p> <p>The council has published its new business plan principles as part of the Cabinet papers for 27 September 2021. The draft new business plan has a Sustainable Environment for Wiltshire as one of its four priorities, and within this the two commitments that 'we are on the path to carbon neutral' and that 'we take responsibility for the environment'. This is a significant change from the previous business plan and shows the council's commitment to integrating climate objectives into council policies and plans.</p>
Stop plans for 1,200 houses on Salisbury Road, Amesbury	04.10.2021	1,150 (as of 05.10.2021) Online and paper submission	This petition does not relate to a submitted application. The presentation will be presented to the meeting.

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

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Wiltshire
Corporate Parenting Panel
Annual Report
September 2020 – July 2021

Wiltshire Council

Full Council

19 October 2021

Annual Report of the Corporate Parenting Panel
September 2020 to July 2021

Executive Summary

This report forms the annual update to Council from the Corporate Parenting Panel (CPP) in accordance with the Council's Constitution.

The role of Wiltshire's Corporate Parenting Panel is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes for children and young people who are looked after or care experienced. All Councillors are reminded that they have responsibilities as a "corporate parent" for children and young people who are Looked After in Wiltshire.

The report gives an overview on the Panel's work programme, the scrutiny of performance, the Corporate Parenting Strategy, details and data within the key service areas, challenges/successes during Covid-19, progress since the 2019 Ofsted inspection, the Panel's impact and ambition, the work of the Safeguarding Children and Young People Panel and planned next steps to further strengthen Corporate Parenting in Wiltshire.

This report was reviewed by the Children' Select Committee Standing Task Group on 22 September and by the CPP at their meeting on 28 September 2021.

Proposals

1. To receive and note the Annual Report and the work of the Corporate Parenting Panel to date, its functions and impact of its work and to ratify the improvements required to further strengthen Corporate Parenting in Wiltshire.
2. To receive and note the Annual Report of the Children in Care Council 2020/21 attached as Appendix 2 to this report.

Reasons for Proposals

To remind all Councillors that they have responsibilities as a "corporate parent" for children and young people who are Looked After in Wiltshire.

To ensure that the voices of children and young people continue to be heard and understood by Members, officers and all Corporate Parents whilst ensuring that these opinions are fully reflected in practice improvement.

Martin Davis
Director of Families and Children's Services

Lucy Townsend
Corporate Director – People/Director of Children's Services

Annual Report of the Corporate Parenting Panel
September 2020 to July 2021

1. Purpose of Report

- 1.1 This report forms the annual update to Council from the Corporate Parenting Panel (CPP) in accordance with the Council's Constitution.
- 1.2 The report captures the work of the Corporate Parenting Panel to ensure the best outcomes are achieved for children looked after and care experienced young people. The report outlines the key principles and priorities for the Council as Corporate Parents including a review of the performance data and activity aligned with this. The meetings relate to the strategic objectives as agreed by children and young people and elected members. This year has seen the growth and development of the work of the Child and Youth Voice team, ensuring the voice of young people are heard and transparent in all the work that we do.
- 1.3 The government introduced clear corporate parenting principles that require all departments within a local authority including staff, elected members and partner agencies to recognise their role as a corporate parent and encourage them to look at the support and services they provide. The principles are:
 - To act in the best interest and promote the physical, mental health and wellbeing of children and young people looked after;
 - To encourage children and young people looked after to express their views, wishes and feelings;
 - To consider the views, wishes and feelings of children and young people looked after;
 - To help children and young people looked after to gain access to, and make the best use of, the services provided by the local authority and its relevant partners;
 - To promote high aspirations and seek to secure the best outcomes for children and young people looked after;
 - To ensure children and young people looked after are safe and have stability in their home lives, relationships, education and/or work place;
 - To prepare children and young people looked after for adulthood and independent living.

2. Background

- 2.1 The role of Wiltshire's Corporate Parenting Panel is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes for children and young people who are looked after, or care experienced. All Councillors are reminded that they have responsibilities as a "corporate parent" for children and young people who are Looked After in Wiltshire.
- 2.2 Wiltshire Corporate Parents are responsible for 434 children who are looked after (end of Q1 2021/22) and 296 care experienced young people (66 aged 16-18, 174 aged 19-21 and 56 aged 22 – 25). Of those children in our care, 26% are voluntarily accommodated (children who were taken into care with the parent's agreement), with the remaining children subject to an interim or full Care Order. 81% of children looked come to our attention due to abuse or neglect, followed by 13% due to the family being in acute stress and 6% due to an absent parent.¹
- 2.3 Since 2014, the number and rate of children in care in Wiltshire has steadily increased up until the most recent year, 2020/21, when it started to reduce. This mirrors the increasing trends seen in the national and statistical neighbour data however the latter group have seen a sharper increase over this period. The 2020/21 Wiltshire rate of 39 per 10,000 children aged 0-17 years remains significantly below the latest published rates (2019/20) for our statistical neighbours (57 per 10,000) and the National average (67 per 10,000).
- 2.4 Councillors Pat Aves, Mary Champion, Jane Davies, (Vice Chair), Peter Hutton, George Jeans, Laura Mayes (Chair), Stewart Palmen, and James Sheppard formed the membership of the Panel during the period July 2020 to May 2021.
- 2.5 On 6 May 2021 the local elections were held and the Panel's membership is now as follows: Councillors Mary Champion, Peter Hutton (Chair), Cllr Laura Mayes, Cllr Dominic Muns, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Stewart Palmen, Cllr Sam Pearce-Kearney. The Lead Officer is Iona Payne (Head of Children in Care and Young People's Service).
- 2.6 The meetings were regularly attended by the following officers and representatives:

Neil Adlam (Children in Care Team Manager), Gary Binstead (Head of Commissioning – Families and Children), Naomi Black (Designated Nurse for CLA), Dexter Chipeni (Commissioning Support Assistant), Kathryn Davis (Service Manager – Virtual Head and Vulnerable Groups), Martin Davis (Director – Families and Children), Judy Edwards (Commissioning Programme Lead) Sally Ellis (Public Health Specialist), Simon Fairgrieve (Children's Services Information Lead), Samantha Heathcote (Locality Team Manager), Sara James (Service Manager – Quality Outcomes), Michele Llewellyn (Head of Service – Children in Care and Placement Services), Dr Cathy Mallet (Designated Doctor for Children Looked After (CLA)), Elly Mills (Operational

¹ CPP Performance report is provided at Appendix 1 – CLA Starts Breakdown

Lead for IRO's and Child and Youth Voice), Steve Parfitt (Foster Carer and Wilts Fostering Association representative), Iona Payne (Head of Children in Care and Young People's Service), Lena Pheby (Designated Nurse for CLA), Rhys Schell (Communities Specialist Manager), Jemma Sherman (Personal Advisor), Karen Stokes (Missing Children and CSE Co-Ordinator), Cameron Strawson (Youth Voice Support Worker), Joe Sutton (Youth Voice Lead Worker), Lucy Townsend (Director of Children's Services), Jay Williams (Kinship and Fostering Manager) and representatives of Wiltshire CCG. Other Officers attended as required to present particular reports.

Tia Fear (Youth Consultant) attended the meeting on 19 January 2021 and Alex McDermid (Chair of the Children in Care Council) attended the meetings on 19 January, 23 March and 29 June 2021.

3. Work Programme

3.1 The Corporate Parenting Panel (CPP) has discussed a broad range of topics whilst considering the young people's views. A Children in Care Council (CiCC) representative has been invited to attend each Panel meeting and, whilst not able to attend all, they have provided invaluable help and opinion.

3.2 The Panel has received the following reports and information:

Quarterly Performance Data

- National and Local Key Performance Indicators for Children in Care data
- Looked After Children Missing data and commentary
- Initial Health Assessments and Review Health Assessments
- MOTIV8 (Substance Misuse Service) data

3.3 In Autumn of 2020 an Officer/partner working group had been set up to look at how the performance data was presented to the Panel and how the data might be matched up with the Panel's 8 strategic priorities. This was not a straightforward task as there was not a natural fit for some of the metrics, however a list of 8 categories/domains of data was devised as follows;

- i) Health and wellbeing
- ii) Safety and security
- iii) Stability and permanence
- iv) Timely and consistent support
- v) Education
- vi) Fostering
- vii) Care leavers
- viii) Child's voice

Annual Reports

- Adoption West – 2019/20
- Health of Looked After Children – 2019/20

- Virtual School – 2019/20
- Wiltshire’s Independent Visitor Scheme – 2020/21
- Independent Reviewing Officers – 2020/21
- Update on Disruption Meetings – 2020/21

Updates

- Management of the Children’s placement budget
- Foster Carer Recruitment/Fostering Excellence Programme
- Councillors Strategic Priorities
- Virtual School – Provision educational results and analysis
- Work of the Children in Care Council and Youth Voice
- Key areas of Children’s Services
- Forecast modelling on the Anticipated Increase in Demand for Children’s Services
- Review of Local Offer for Care Leavers
- Mental Health Support Team Programme for Wiltshire Schools
- Panel’s achievements for last 4 years and proposed workplan moving forward
- MOTIV8 service
- Working with young people – Community Engagement Team
- Update on Children’s Services Demand (Covid recovery)

4. Scrutiny of Performance

- 4.1 There are two aspects to the scrutiny function of the Panel; the receipt of reports relating to the identified priorities (and the resulting analysis and discussion) and the scrutiny of performance data.
- 4.2 A new performance report was developed in late 2020 which aims to provide a consolidated view of data about our children, their achievements and the quality of the parenting they receive from us. The report consists of 3 main elements:

1. The CPP Scorecard

The scorecard aims to provide a balanced view of performance across the range of responsibilities and priorities Wiltshire has as a corporate parent. It provides a single view of indicators broken down into 8 domains (Health & Wellbeing, Safety & Security, Stability & Permanence, Timely & Consistent Support, Education, Fostering, Care Leavers and Child’s Voice).

It has been developed upon the following principles.

- Report the latest data available for each indicator at the time of the corporate parenting panel.
- Report data that needs to be reported, not that which is ‘easy to report’ and has always been reported.
- Report data that can be compared with expected performance levels, previous time periods and where possible with other similar local authorities.

- Provide the data in a format which balances accessibility with completeness.

At each meeting, an exception report is presented by the Head of Service for those indicators which are outside the expected range or below the required target level.

2. At a Glance Datasheet

This element provides demographic, placement and legal status breakdowns of our current caseload, those starting to be looked after within the year and those who have previously been in our care.

3. Data spotlight

This section provides an area where a more detailed view of data can be presented on a specific area of our corporate parenting responsibilities, the theme of which is agreed at the previous meeting.

A copy of the CPP Performance report is provided at Appendix 1 of this report.

5. The Corporate Parenting Strategy

5.1 The Corporate Parenting Strategy was reviewed in 2020 and approved by Full Council in October 2020.

5.2 The fundamental aims of the Corporate Parenting strategy are to ensure that Councillors:

- Understand their roles and responsibilities as Corporate Parents
- Scrutinise and challenge how the Council performs in delivering its services as a Corporate Parent
- Engage effectively, with energy, consistency, and confidence with children and young people so that their voice is heard and has influence
- Support and enable children and young people to challenge where services need to improve.
- Maintain a comprehensive overview of the progress of children who are looked after and care experienced, scrutinising the quality, effectiveness and performance of the services that support them.

5.3 **The Priorities:** The Strategy, has eight strategic priorities. Each member of the Panel has a lead role for a strategic priority ensuring oversight and critical challenge. The revised priorities and the Councillor/Officer lead are detailed below:

1. A loving home where I have good relationships, respect and the opportunity to see my family. *Cllr Mary Champion – Support Officer – Michele Llewellyn – Young person lead – Amber M*
2. To have links with my local community where I am trusted, respected and accepted. This means I can access the local community and I am not left

out. *Cllr Laura Mayes - Support Officer – Rhys Schell – Young people leads – Konrad and Alex*

3. To feel and be safe. *Cllr Peter Hutton – Support Officer – Sara James – Young people leads – Konrad and Amber L*
 4. Support with my mental health especially at school, at a time and a place that suits me and not services. *Cllr Stewart Palmen – Support Officer – Saffia Ahmad– Young person lead - Alex*
 5. Support to be healthy and this includes opportunities to be involved in new activities. *Cllr Jack Oatley – Support Officer – Chris Hussey – Young person lead – Jess*
 6. Support to be the best I can. *Cllr Dominic Muns – Support Officer – Kathryn Davis – Young people leads – Rose/Alex*
 7. Support for as long as I need it. *Cllr Simon Jacobs – Support Officer – Neil Adlam – Young people leads – Daniel and Alex*
 8. To be heard – my voice is not the only way I am heard, it may come out as my behaviour. *Cllr Sam Pearce-Kearney – Support Officer – TBC – Young person lead - Alex*
- 5.4 Following the elections in May 2021 all Cllrs were invited to attend an induction training session titled “Introduction to Families, Children and Education Directorate” which included understanding what is corporate parenting and their role as a corporate parent. We had 53% attendance for this event, however those who could not attend were able to access the recording. This was followed by a more specific Corporate Parenting Panel training in June 2021 for existing Cllrs on the Panel and newly elected members joining the Panel. We had 75% attendance for this training as it clashed with the LGA Conference on CPP however again those who could not attend were able to watch the recording. The training was delivered by officers and children and young people from youth voice.

6. Our Virtual School

- 6.1 Kathryn Davis, the Virtual School Head (VSH), provided a verbal update to panel in September 2020, reporting on Key Stage 4 exam outcomes for academic year 2019-20. Unvalidated data indicated that 30.56% of our young people who have been looked after for at least 12 months achieved a 9-4 pass in English and Maths (27.91% for all children looked after). This was a significant increase on Wiltshire attainment in previous years and higher than most recent published national CLA data. Looking towards the end of the new academic year 20-21, the panel asked about predicted KS4 outcomes and the VSH advised that prior attainment data suggests attainment outcomes are not likely to be as strong, although aspirations remain high and models of support rigorously implemented.

- 6.2 In January 2021, the Head Teacher's Report was shared at CPP with an opportunity to scrutinise the Virtual School's performance at each key stage and to understand what this meant in terms of individual children's outcomes. Performance data was shared for attendance, exclusions, attainment, progress, PEP timeliness and PEP quality. The report also included a breakdown of Pupil Premium Plus spend of £763,600 and, for the first time, analysis was shared on impact of spend against pupil outcomes achieved, allowing for better quality scrutiny of 'what works well' for supporting care-experienced children in schools.
- 6.3 In order to support work towards CP strategic priorities, the Virtual School Head continued to meet with the Lead Member for Education and SEND during the academic year (AY), which included a meeting with our link young person in January 2021. The focus for the link work on the priority 'support to be the best I can' has been on education, employment and training opportunities for children in care and care leavers Post 16. In July 2021, the Virtual School Head met with the new Lead Member for Education to provide an update on the role of the Virtual School, with the next meeting for strategic priority development work scheduled for 2 September 2021.
- 6.4 The Virtual School has contributed to each data set for the new CPP score card introduced this year. In June 2021, education was the scheduled 'spotlight' focus for panel. The Virtual School Head highlighted to panel that National curriculum statutory assessments for EYFS, KS1 and KS2 were cancelled by DfE for the academic year 19/20 and for 20/21 due to Covid-19. Therefore, the attainment data in the scorecard (with the exception of GCSE results) is from latest published data in academic year 18/19. In the absence of statutory assessments, the Virtual School has continued to seek end of year teacher assessments from schools, so that important judgements about (and support for) the progress and attainment of our children could continue to be made. The Virtual School Head has proposed that this teacher assessment data is included in the score card from September 2021 (with a clear marker that these are not statutorily assessed outcomes) in order that panel can continue to provide effective scrutiny and make meaningful comparisons when looking at AY 21-22 data.
- 6.5 The VSH provided panel with a teacher assessment update noting that the percentage of children in the Early Years Foundation Stage (EYFS) achieving a Good Level of Development (GLD) increased by 20% in 19/20 from the previous academic year. The percentage of children reaching the expected standard in reading, writing and maths at the end of Key Stage 1 increased by 9.6% in 19/20 from the previous academic year. The percentage of children reaching the expected standard in reading, writing and maths at the end of Key Stage 2 increased by 15.37% in 19/20 from the previous academic year.
- 6.6 Latest published data (LAIT 2018 - 2019) shows that attendance of Wiltshire looked after children was higher (96.6%) than for looked after children nationally (94.9%), in the South West (94.4%) and for statistical neighbours (94.5%). There is no published data for 2020 or 2021 due to removal of requirements to report in the context of Covid-19. However, internal data sets,

before the Covid-19 impact from March 2020, we were on track to have absence rates lower than for CLA nationally (at 4.7%) by the end of the academic year. In academic year 2020-21, attendance reporting was again impacted by Covid-19. Schools and settings remained open to looked after children during the lockdown period January through March 2021.

- 6.7 Many education good news stories have been shared at CPP during the last year. Examples have included:

J (Y10) joined her school in September as a new student. This is the message received from her teacher during the most recent lockdown: "I am writing to let you know how impressed I have been with J's work in our live English lessons lately. Despite being faced with a new way of learning and submitting work, J has responded with nothing but resilience, tenacity and self-discipline. It is a pleasure to be her teacher. Please congratulate J on her hard work and encourage her to keep up the good work!"

C has been voted in as a prefect at her 6th form college

A is an Unaccompanied Asylum Seeking Child and is in the last year of his L3 Engineering course at Chippenham College. He was supported to complete his UCAS personal statement by his VSO and SW and, due to A's commitment and effort, he has been offered a place at Anglia Ruskin University and has conditionals at UWE, Brighton and Bournemouth. He now has both apprenticeship and HE options available to him, which is so well deserved.

E achieved fantastic GCSE results - 6 GCSEs at Grade 4 or above including a Grade 7 in Humanities. E attends a special school for SEMH and has really shown huge maturity and resilience particularly in the latter part of Y11. He has now started a Level 3 course at college, which he is very happy about.

T lives with his foster carer in Wales. His attendance at school before coming into care was around 35%, but at his new school in Wales he has had excellent attendance, receiving 100% attendance certificates 2 years in a row. In year 10 during a History trip to France, T was given the honour of placing the Welsh Guards' wreath on the memorial in Belgium. This honour is only given to young people who have proved themselves worthy and staff felt that T's support of other students and also of staff on the trip had been exemplary. T's commitment to the school community was also a factor in their choice. He was highly thought of amongst teachers and peers and managed to achieve his GCSEs this summer, including the equivalent of 5s (Welsh schools still use letter grading) for English Literature and Science, and is now progressing on to college.

- 6.8 This academic year has again generated many challenges for our children in care and care leavers, with a particularly significant Covid-19 impact for those in exam year groups. We know how hard our care experienced young people have worked; we know that it wasn't always easy and we know how much it matters. We're proud of all they have achieved and look forward to reporting to

CPP in the new academic year about the next stages of their education and training.

7. Placement Stability

7.1 There is a range of information made available to the Corporate Parenting Panel which helps to indicate the effectiveness of the Council's work in terms of Priority 8 "A loving home where I have good relationships, respect and the opportunity to see my family". In **June 2021**, the Panel were presented with a data spotlight report on stability and permanence. The two National Indicators relating specifically to placement stability are:

- i) **% of looked after children with 3 or more placement moves in the last 12 months.** In 2020/21, Wiltshire performance was 6.5%, exceeding the target range of 7-10%. This is a significant improvement to 2019/20 where it was at 11.0% and is much better than similar local authorities at 13%, the South West at 12% and the national average of 11%.
- ii) **% of children looked after for more than 2.5 years and in placement for at least 2 years.** In 2020/21, Wiltshire performance was 78.1%, again well within the target range of 75 to 82%. This is also an improvement to last year where it was at 77.0% and is again much better than similar local authorities at 66%, the South West at 68% and the national average of 68%.
- iii) A review of the 2020 – 21 data on placement moves identified that 83% of changes of placement were positive planned moves predominantly in line with the child's care plan. 17% of change of placement were due to the child's behaviour or the child requesting to end the placement.

7.2 It was also highlighted to Panel that children fostered who are in our in-house provision (including Connected) is 50.2% well within the target range of 45 to 55%. This is an improvement to last year where it was at 44%. This improvement was due to the Fostering Excellence project and with another 12 months to go we are ambitious this will rise to 75%. **The Annual Report of the Independent Reviewing Officers** presented in the **June 2021** Panel also highlighted that there are plans in place for 2021/2022 to ensure that Care plans promote permanence and stability for children in care and effectively meet their development needs.

7.3 In **September 2020** the Panel were informed the Commissioning team had reviewed residential placements and highlighted that a focus had been in place on 11 young people of which 3 had a successful move on placements from a residential home. This included positive moves to foster homes and semi-supported accommodation. Whilst we want as many of our children in care to be with our foster carers we also recognise for some young people residential homes are in their best interest and best placed to meet their needs. One young person as part of the children in care council and working with the commissioning team was able to share about her positive experience of being in care.

- 7.4 Disruption Meetings allow us to reflect upon situations that arise, leading to unplanned endings of arrangements for children. It is important that we learn the lessons about what happened and what could be done differently in the future, thus improving retention.
- 7.5 The Annual Disruption Report was presented to Panel in **June 2021** and three particular themes were identified, similar to previous years there was the support, supervision and training provided to foster carers; secondly the skills, experience and resilience of the foster carer, where we are reminded of the fact that foster carers come from a range of different backgrounds and experiences and these have an impact on continuing life experiences. The third area was the experience of the child or young person, acknowledging the impact of adverse childhood experiences and the trauma it produces and how this impact on their chronological functioning. To address these three areas we have introduced further training: therapeutic and trauma informed; increased supervision through increased social work capacity.

8. Children Missing from Care

- 8.1 The impact of COVID has been considered during 2020/21 and noted that whilst overall numbers of missing incidents reported had reduced, those that related to children looked after were consistent with previous reporting periods prior to the pandemic.
- 8.2 In January 2021 it was highlighted that 29% of all missing return interviews offered had been declined by the young person. It was noted that it is not mandatory for a young person to participate in a missing return interview, some young people state they have been out with friends and arrived home later than curfew and many do not share a reason why they do not want to take part in the process and simply decline. Work has been undertaken with Child and Youth Voice lead to discuss the missing return interview format and how best we can engage all young people in the process wherever possible. Changes to the reporting was undertaken to share the young person's voice with members.
- 8.3 In January 2021 it was also noted that the % of children looked after with a missing episode at 8.5% is lower than our statistical neighbours at 11%. Also the average number of missing incidents per CLA at 3.4 is below the reported average of 5.4. (Data from 19/20 published data, 903 census).

9. Our Fostering Service

- 9.1 The Fostering Excellence programme was implemented in Spring 2020, following planning and preparation, including consultation with foster carers, over several months. Fostering Excellence is a three-year project seeking to transform our kinship and fostering services. Our ambition is that by creating positive change it will lead to improvements in our service, which will be reflected in our recruitment and retention data. An example of positive change is the introduction of Dyadic Developmental Practice (DDP) that we have 'bought in' to train social work staff and others across the directorate and our

foster carers, specifically with reference to the PACE model. PACE acronym stands for Playful, Acceptance, Curiosity and Empathy. This has been delayed somewhat due to lockdown and reduced virtual group size. We have also been able to appoint an additional Assistant Team Manager using the Fostering Excellence funding.

- 9.2 Our main target is to have 65% of our children looked after living with Wiltshire Council approved foster carers by April 2023. There are two key aspects to achieving this ambitious target. First, seeking to recruit, assess, and approve approximately 100 new fostering households by April 2023 which would hopefully lead to a net increase of 60 fostering households. The second part is the retention of current fostering households through improved payment and support. If we seek to minimise our losses and increase our gains, our overall net growth of carer households will grow and enable us to achieve our target.
- 9.3 During 2020/21 (year 1 of 3) we successfully approved 36 new mainstream fostering households and de-registered 16 mainstream fostering households, providing a net growth of 20. This was a significant achievement as in the previous 5 years we had only achieved a net growth once and on that occasion, it was a net growth of 1. During the other 4 years we broke even once and experienced net losses on three occasions. Therefore, we can see the positive impact of the Fostering Excellence programme at a time when local authorities in England were overall shrinking in terms of approved household numbers. However, the evidence across England is that local authority available fostering beds have grown by 10% over six years, up until 2020. Our gains last year alone enabled us to grow by 8%, in terms of beds available. Since January 2021 we have been purposefully seeking specialist carers, to better meet our sufficiency need for older teenage children and children and young people with complex needs.
- 9.4 In January 2021 we ran a campaign to recruit specialist foster carers, which included our STEPS carers (Short Term Emergency Placements), Parent and Child, and Home Away from Home – Specialist. Working together with Comms and an external marketing agency we created a new digital brochure available to download and new independent web landing pages [Wiltshire Council - Fostering \(fosteringwiltshire.uk\)](https://www.wiltshire.gov.uk/fostering). We have continued to improve our digital advertising and social media, and our footprint continues to grow, in terms of followers and overall impact. We ran a specialist fostering information session, linked to this campaign, which we recorded as this enables us to send the link to the film, to people who express an interest in those specific types of fostering.
- 9.5 As a result of the campaign to recruit specialist carers we have recruited an additional STEPS carer, parent and child carers, carers who have been able to take siblings and an application for specialist short breaks.
- 9.6 100% of foster carer enquiries are responded to within 1 working day. In this quarter the average response time continued to be 0.3 day. Across Q4 there were 30 formal enquiries, leading to 27 initial home visits and 15 applications to foster. There were 30 fostering assessments at various stages at the end of the

quarter and we approved 13 new carers in this period, 7 mainstream and 6 Connected carers (Kinship or Family and Friends carer). There were however, 4 mainstream de-registrations and 13 Connected Carers de-registered, although these were planned. National statistics indicate that our mainstream deregistration continues to be in line with other local authorities across England.

- 9.7 We make good use of our fostering capacity without compromising on placement matching as evidenced through our very strong stability rate; our occupancy is currently 79% compared to a national average of 62%. We will continue to monitor the impact of the fostering excellence programme including a review of the recruitment strategy.

10. Our Adoption Service

10.1 Adoption West is a collaboration between Bath and North East Somerset, Bristol, Gloucestershire, North Somerset, South Gloucestershire and Wiltshire local authorities, whose aim is to deliver an adoption service that offers improved outcomes for both children and those who want to adopt. Working together as part of a larger region will help recruit new families more effectively, enable children to move into their permanent homes faster and will improve adoption support services as well as allowing best practice to be shared and make our services even better.

10.2 The Panel received the annual report of Adoption West in **September 2020** and the performance of the Council in terms of achieving legal permanence for children through adoption. Children placed for adoption meets the CPP Strategic Priority 8 – *A loving home where I have good relationships, respect and the opportunity to see my family*. The headlines of the report were noted as:

- 15 Wiltshire children with a decision that adoption is in their best interest, not yet placed
- 22 children placed with their adoptive families in this period, awaiting Adoption Order
- 10 Adoption Orders made so far this year.

10.3 The **Wiltshire Council Adoption Service 2020 – 21 Year End report** is being submitted for 14 December 2021 Cabinet and to CPP 18 January 2022 which is just outside of the reporting period for this CPP Annual Report. It can be confirmed however for 2020 – 2021 that 23 children were adopted and of these 18 (78%) were placed within 12 months of the decision that adoption was in their best interest. At the end of the financial year there were 13 children waiting for an adoptive placement. In 2020/21 there were 33 families living in Wiltshire approved by Adoption West as suitable to adopt.

10.4 Achieving permanence for children through adoption is a high priority for the Council. The Adoption West partnership continues to develop with regular scrutiny through Cabinet and its own partnership scrutiny arrangements.

11. Participation of looked after children

- 11.1 At June 2021 Panel, The Conference and Reviewing Service Annual Report was presented. The work and impact described in this helped the Panel to understand how children and young people are best supported.
- 11.2 The report shared that Independent Reviewing Officers (IROs) chaired a total of 1191 reviews and 94.3% of these were held on time. This is an improvement from 89% last year. When a child can contribute directly to their review and it is held on time, the likelihood is that the arrangement will be better, difficulties can be spotted and resolved more quickly and children will have a positive family experience living with their foster carers and enjoying opportunities to achieve and succeed. The report showed that in the year 2020/21 95% children and young people participated in their reviews. This is an increase from 89% from 2019/20.
- 11.3 In April 2021 our new Child and Youth Voice (CYV) Team was launched. This includes a support and lead worker. CYV have been working closely with CPP and the CiC Teams at Wiltshire Council to enable all children in care to have a voice. CYV have been working collaboratively with CiCC and have set up the new CiCC Ambassador and Consultant schemes. CiCC Ambassadors can be CiCC members, council staff and councillors who have a specialist interest in an important issue to CiCC such as mental health, housing, jobs, activities and tackling racism. These will reflect our priorities. We currently have over 30 CiCC Ambassadors. All of the Ambassadors get together at least twice a year to share information with each other.
- 11.4 The CiCC consultancy scheme means young people in care can be consultants and help the Council with important business and offer consultancy. Consultants are offered a high level of support, training and reimbursement by way of vouchers for their time and expertise. There is more about the CiCC Consultant and Ambassador Scheme in the separate CiCC annual report which is attached as **Appendix 2** to this document.
- 11.5 Our CYV team have enabled children in care to be part of the recruitment of Social Care staff. CiCC members and consultants have interviewed Social Workers, Assistant Team Managers, CiC Personal Assistants, Independent Reviewing Officers and Independent Visitors. The CYV team supported CiCC members and consultants to deliver some training for the newly elected members.

12. Children in Care Council (CiCC)

- 12.1 CYV were given the responsibility of supporting and facilitating CiCC in January 2021. Due to the COVID19 pandemic we were unable to meet face to face initially. In partnership with the CiCC chair a decision was made to hold twice monthly online CiCC meetings. These would be held on the first and third Thursdays of the month at 4.30pm. The one on the first Thursday of the month would be a fun activity and the one on the third Thursday of the month would be offered up for consultancy. We have seen a gradual increase in membership

and have about 19 members (membership does tend to be transient) but we are very lucky to have a dedicated CiCC Chair who has attended all of the sessions. There have also been fortnightly CiCC planning sessions with CYV and the CiCC chair to ensure collaboration and focus for all of the CiCC work.

12.2 As lockdown eased we were able to have some face to face activities. We have had a pizza night, a walk in the park with a 'shakeaway' and a trip to Longleat. We have also planned a residential weekend away at 'PGL' for 19 young people who are in the care of Wiltshire Council. The activities have been very popular, and we plan to have a twice yearly residential and trips every school holiday.

12.3 A breakdown of numbers of young people attending CiCC is in the full CiCC report in the appendix. For our CiCC meetings we usually have between 3 and 7 attendees. The trips and activities do tend to be very popular and get booked up quickly (this reindeer was very popular on the Longleat trip as it provided 'selfie with a reindeer' opportunities).



CYV support worker with a monkey on the Longleat trip

12.4 The Children in Care Council continues to be a key stake holder group relating to matters included in the Corporate Parenting agenda. CPP have worked hard to maintain positive collaborative relationships with the CiCC. Through the Shared Guardian sessions, they have helped to influence the work and priorities of the CPP. Shared Guardian Sessions were held on 22 September 2020 and 18 March 2021. The next session is due on 16 September 2021.

12.5 CYV have just supported CiCC in a mental health consultation. This involved 2 big surveys (one for CiC facilitated by Bristol University) and one universal

survey for all young people in Wiltshire promoted over social media. CYV team also consulted with children and young people at schools and youth clubs. The findings of this consultation were shared at a 'meet the leaders' session in July 2021. A follow up session will be held in 6 months so CiCC members and consultants can 'hold the leaders to account' and ensure they have acted on the information provided appropriately.

- 12.6 CYV supported CiCC to undertake a 'young person's inspection' at Wiltshire Council's registered children's home 'Aspire House'. This also included a follow up inspection to ensure the recommendations had been actioned. The CiCC inspectors were very pleased to see all of the recommendations had been implemented. CiCC members gave advice on steps that could be taken to make the home more welcoming. These included a welcome book and bag. Advice was also given on hair and skincare to ensure all children and young people who stay at Aspire have their needs met and catered for.
- 12.7 CiCC had a session with one of the fostering managers about 'what makes a good foster carer'. This was the most popular CiCC session to date. The fostering manager has been able to feedback to the fostering service to ensure the service promotes the attributes identified. This session has also enabled a positive relationship link between CiCC and the fostering service. Two of the CiCC members are considering being part of the fostering panel to enable the voice of CiCC to be evident in panel.
- 12.8 CiCC have undertaken some work on 'what makes a good IRO' and 'what makes a good Social Worker'. The findings from these sessions have led to additional interview questions within the recruitment for these roles to reflect the views of CiCC.

13. Performance:

- 13.1 Performance reporting continues to be developed on the principle of reporting data that covers the full range of our corporate parenting responsibilities, over and above the standard measures which are reported nationally. Where local authority data can be benchmarked against other local authorities, our performance is reported against a range of comparators including Wiltshire's statistical neighbours, the regional and national averages, and those authorities who have received an 'Outstanding' Ofsted assessment.
- 13.2 Annually, the indicators themselves, together with their expected ranges and targets are reviewed in consultation with Heads of Service and the development of the new format Corporate Parenting panel performance report, as detailed in section 4, has been used to inform this process in 2021-22. The revised suite of indicators and target ranges is due to be presented and approved by the Performance and Outcomes Board in November 2021 and includes:
- Data relating to looked after children including social work performance, health and education outcomes, where they are living and placement and social worker stability

- Private Fostering data
- Adoption data focusing on outcomes for Wiltshire Council's children.

13.3 The full dataset is not repeated here but the key performance indicators are available within the performance scorecard in Appendix 1.

13.4 The recent commentary discussed at the CPP meetings.

- Given Wiltshire's low levels of deprivation, we would expect the rate of children in care to be below the national average. We have confidence in our threshold and know through external scrutiny (Ofsted 2015 and 2019) that we bring children into care at the right time. Through demand forecasting, it is anticipated that, despite the reduction seen in 2020/21, numbers will likely steadily continue in the future, despite minor fluctuations. Original 2020 modelling forecasts using long-term data across a broad range of indicators (e.g. relationship between referrals and rate of Child in Need (CIN)/Support and conversion into CLA), and national, local and strategic intelligence (including from FACT, Support and Safeguarding Service (SASS) evaluation, POG (Performance Outcome Group) and POB (Performance Outcome Board)) suggest we are likely to see our children in care numbers rise annually each year until 2023. The corporate parenting panel is regularly briefed by the Head of Performance, Outcomes & Quality Assurance on the latest forecasting data available.
- The age profile of children in care is broadly in line with the national and statistical neighbour profiles although in 2020/21, Wiltshire had slightly lower proportions of children under 5 and slightly higher proportions of children aged 10 – 15. This is likely a result of a higher rate of Special Guardianship orders (SGOs) being made in Wiltshire in 2020/21 which are primarily made for younger children. In the 6 months to May 2021, for instance, Wiltshire's percentage of children ceasing to be looked after due to a SGO was 25% compared to a statistical neighbour and national average of 13%.
- The placement profile is again broadly in line with the national and statistical neighbour profiles however in 2020/21 Wiltshire had a higher proportion of children in foster care placements at 80% (333) versus 72% for both comparator groups. 50% of these children are placed with Wiltshire Council carers, an increase on previous years. At the end of 2020/21, 10% (40) of children were placed in children's homes, lower than the national and statistical neighbour averages of 13% and 17% respectively. The other 10% of CLA would have been in either supported accommodation, living with birth parents or placed with their prospective adopters.
- In 2020-21, 94% of reviews for children in care were held in timescale and 95% included the views of children. Exception reports are provided to the Service Manager who monitors all late reviews and a suite of self-service reports are used to track review timeliness and participation in 'real time',

with Independent Reviewing Officers encouraged to make use of these reports to monitor their own performance.

- Distant placements. In 2020/21, the percentage of our children who are placed outside of Wiltshire was at 30%, better performance than Statistical neighbours (34%) and the National average (38%). However, National averages are skewed by small unitary authorities and London boroughs where children are frequently placed outside the Local Authority boundary but still close to home and for this reason we also report on children placed over 20 miles from home (whether this is in Wiltshire or out of our authority boundary). With this measure, we were at 37% which is above both Statistical neighbours (31%) and National average (20%). This reflects the challenges of securing local independent fostering and residential placements while the number of children in care within Wiltshire and across the region continues to grow.
- Placement stability. Despite limited placement choice our reported placement stability rates are strong across both key measures. As reported above in section 7, the number of children experiencing 3+ placements within the last 12 months in 2020/21 was 6.5%, considerably below that of the National average (11%), the South West (12%), and our statistical neighbours (13%). The number of children who are in secure long-term placements (looked after for at least 2.5 years and in the same placement for at least 2 years) at 78% is also better than the national average (68%), the South West (68%) and statistical neighbours (66%).
- Visits – overall the improvements in the timeliness of visits to our children in care has been maintained throughout Q1 2021/22 with 93% of visits being in time. This sustained performance has been helped, in part, by the development of a range of self-service reports which enable managers to keep better track of when visits are due in ‘real time’.
- Adoption – In 2020/21, 23 children were adopted, slightly below the expected range of 27-32. At the same time, and as was predicted in last year’s report, after several years of continued improvement against the adoption scorecard measures, performance was anticipated to worsen in 2020-21 as several older children, and therefore those harder to place, were adopted. The impact of these cases on the adoption scorecard measures is described in detail within the Annual Adoption report.
- Furthermore, over the last six years, the number of children entering care where adoption is in their best interest has decreased. This has been more pronounced in the last 2 years, primarily driven by an increase in the number of children where a Special Guardianship Order or Child Arrangement Order has been determined to be a more desirable and suitable permanence option for them, adoption being the last resort. This is particularly the case for very young children who are often able to find a loving and supportive home environment with a set of grandparents. It is anticipated that, over future years, this trend, which is also seen nationally, will continue.

13.5 Priorities for the next period include:

- Improve compliance with the KPI range measures in order to improve outcomes for children
- Improve placement sufficiency so that more children are looked after by Wiltshire approved foster carers, closer to their homes, schools and communities
- Improve educational outcomes and progress for children looked after, and increase access to a range of training and employment opportunities for care experienced young people
- Continue to ensure timely adoption for children where it is in their best interest
- Have a clear line of sight regarding outcomes for care experienced young people and our local offer.

14. Challenges/successes during Covid-19

14.1 Early March 2020 saw the impact of the coronavirus, now known as COVID-19 on the country and therefore on the work of the local authority with government directed restrictive movement, temporary closure of businesses and the need for social distancing. The impact of the restrictions continued through to July 2021 with restrictions being lifted by the government on 19th July. The changes in the way we worked with children, young people and their families continued to this date and the COVID-19 Home Visit Guidance and has consistently been updated in line with DfE guidance and in partnership with Wiltshire Public Health Service

14.2 A rapid review was undertaken May – July 2020 by multi-agency partners to consider estimations of future demand based on the impact of COVID-19. In the autumn estimates considered a significant impact on the increase in children looked after however the longer the restrictions remained in place the numbers didn't increase as expected. June 2021 CPP were informed we had 430 CLA. As mentioned with the restrictions being lifted only recently in July 2021, the longer-term impact on children and families will become more apparent. We have had to therefore consider latent demand and the likelihood of more children coming into care and therefore financial planning has been taken into account with the financial pressure that an increase in CLA will bring to the Council.

14.3 With each CPP Agenda good news stories are captured about the progress and achievements of children in care and care experienced young people. For example August 2021 A level and vocational results has seen 6 year 13 students achieve results to enable them to take their next steps including university or apprenticeships. This will be shared at the next CPP in September.

15. Ofsted Inspection

15.1 In June 2019, the Families and Children's Service was inspected by Ofsted and there were five areas identified as needing to improve:

- Raising awareness of Private Fostering in the community
- The impact of services on children's health and education when they are in care
- The clarity and accuracy of children's records when they are in care
- The availability of suitable placements when children first come into care
- The quality of social work supervision.

15.2 Progress on actions in response to these areas are highlighted below:

Raising awareness of Private Fostering in the community

Improvements/positives in the last 12 months April 2020 – March 2021:

- The Kinship and Fostering Team had a detailed Private Fostering Awareness Action Plan 2020 – 2021. The following improvements were:
- A virtual workshop on Private Fostering, during Private Fostering week (November 2020) for staff to attend to gain advice and information about Private Fostering.
- Ongoing virtual workshop sessions
- Better oversight of PF cases, as all PF work is held within the kinship staff group, with consistency of workers.
- Improved and updated marketing materials.
- The SCYPP, continue to raise awareness of private fostering, linking to relevant multi-agency strategies, and through their website
- Recently, configuration changes have enabled private fostering data to now be captured on our case management system which will facilitate increased scrutiny of this data going forward by allowing staff to track their performance in 'real time'.

The impact of services on children's health and education when they are in care

In the 2019 Ofsted Report, inspectors stated that *leaders are not sufficiently rigorous in their monitoring of the work and impact of the virtual school officers resulting in the quality of personal education plans (PEPs) being variable*. The 2019/2020 CPP annual report highlighted:

- New Quality Assurance processes for PEPs drafted October 2019 and finalised November 2019
- A PEPs feedback and resubmission process for active PEPS via Welfare Call e-PEP from November 2019 was put in place.
- An internal PEP audit schedule had been created; first activity was scheduled with Director of Education & Skills in January 2020
- Pupil Premium Plus policy had been written, ratified and published (Jan 2020), in line with statutory requirements.

This year we have:

- PEP Quality Assurance rubric in place and has improved the consistency of QA judgements;
- PEP moderation activity takes place monthly at every Virtual School team meeting;
- introduced new training sessions for Designated Teachers, focused entirely on completion of a high quality ePEP;
- The virtual school now holds monthly POGs (a performance and outcome group) and
- the Virtual Head and Head of Service for Children in Care meet monthly to update on progress and new developments of the VS and work programmes

Regarding the health needs of children in care, inspectors stated that “challenges remain in ensuring that all children benefit from a timely initial and review health assessment”.

- Review Health Assessments have remained high with 94% of children who had been in care for 12 months on 31st March 2021 having had a review health assessment in the last 12 months.
- A portal has now been developed which will provide an automated notification when a child becomes looked after this will enable more effective communication between Wiltshire Council and Virgin Care with the ambition of eliminating the risk of late notifications. This will be in place by mid-September 2021 following testing.
- The commissioning arrangements and more detailed KPIs for Virgin Care were completed in July 2020
- In 19/20, the CCG commissioned an in-depth review of CIC health services including those provided by Virgin Care and CAMHS. In 2020/21, IHA performance for children placed within Wiltshire had improved significantly with 87% of IHA’s completed within 28 days. This is subject to ongoing scrutiny and challenge by the Corporate Parenting Panel.

The clarity and accuracy of children’s records when they are in care

- Audits have been undertaken by the Principal Social Worker of children in care with a focus on life story work and the teams have undertaken audits on pathway plans for children in care and care leavers
- Practice leads had been recruited and identified in the children in care teams, however with change in staffing the children in care south team are developing staff to undertake this role.
- Ongoing improvements are being implemented in Liquid Logic (children’s management information system) to improve the accuracy and quality of children’s records, particularly around placement plans;
- “At a Glance” performance reporting has been developed in real time for children in care teams, these continue to allow reporting by exception and monitoring and enables managers to report in the performance outcome group (POG).

The availability of suitable placements when children first come into care

- As mentioned above the Fostering Excellence Plan is now in its implementation stage and has shown improved recruitment activity over the last financial year and achieved its target of a net increase of 20 carers.
- As part of the Specialist recruitment campaign there has been a focus on recruiting additional STEPS foster carers for emergency placements and carers for teenagers; and due to the positive increase in mainstream carers this has provided more placements for children in-house when they first become looked after.
- In addition to the Fostering Excellence approach described above further work is taking place with the South West Sufficiency Project (SWSP). The project aims to create a whole system approach, with new models of commissioning placements, to ensure we can achieve the desired outcomes for our children and young people. Our Head of Service for Children in Care and Young People chairs the SWSP Fostering Project Group for the South West.
- Families and Children's Commissioning have also been considering the DfE Children's Homes Capital Programme 2021-23 application.

The quality of social work supervision

- "At a Glance" reports have been developed in Liquid Logic for CIC, CIN and CLA and include case supervision
- Practice leads have been recruited to develop peer level scrutiny of supervision on a monthly basis and outcomes reported through Performance Outcome Groups and Performance Outcome Board

Ofsted Summary

15.3 The actions taken above will have met the requirements needed to improve practice within the service and improving outcomes for children and their families. We strive to continuously improve our progress against these five areas and going forward these areas will be captured in the ongoing work of the Corporate Parenting Board or through the Safeguarding Children and Young People Panel.

16. Impact and Ambition

16.1 The Corporate Panel has received a breadth of activity relating to Wiltshire's children in care and care experienced young people. The body of this report indicates areas of impact whilst others are more subtle and are likely to arise because of raised awareness of the issues that most directly affect the lives of this group of children and young people:

- The Children in Care Council is now fully supported by the Child and Youth Voice team which ensures that the voices, experiences and opinions of our children and young people are reflected in operational practice development and in new areas of policy. *Strategic Priority - To be heard*

- Members have been able to consider key performance information relating to our children looked after and care experienced therefore allowing them to question officers about effectiveness, however this is balanced with narratives around good new stories, children and young people attending CPP, celebration of successes and raising awareness across the Council. *Strategic Priority – Support to be the best I can*
- The strategic priorities have been reviewed and agreed to continue into 2022. These have started to be driven jointly by Members and lead officers however we have seen newly elected Members and officers new to the CPP take on the lead for some of the priorities and there is an improved knowledge base for each area and opportunities to discuss with the Child and Youth voice team during Shared Guardian sessions. *Strategic Priority - To be heard*
- Members have been provided with information about Fostering Excellence and how this work is progressing, including the marketing campaigns. The marketing campaigns have more recently been geographically driven (more recently in Trowbridge) therefore Members can become involved at a much more local level to their constituencies. *Strategic Priority - A loving home where I have good relationships*
- There is a strong offer of council-wide support available to care experienced young people. The existing core offer has been reviewed regularly over the last 12 months, including the implementation of a care leavers app. The Offer will be further developed with the support of the CPP and will need to be a significant focus of the CPP over the next 12 months. *Strategic Priority - Support for as long as I need it*

16.2 It is important that the CPP ensures the best possible support is available to children in care and those who are care experienced. In terms of ambition, we want to achieve the following:

- Narrow the gap in outcome and achievement, in the broadest sense, between our children and young people and others living in Wiltshire, thus reducing disadvantage and stigma. *Strategic Priority - Support to be the best I can*
- For each of the priority areas, ensure that there are identified actions developed from scrutiny and challenge so that the CPP is an effective driver of change and improvement.
- Ensure that the comprehensive and innovative care offer to care experienced young people is based upon what they say they want and is effective. This will draw upon Council wide services and those that are provided by partner organisations and will be available to all our young people, including those who live outside Wiltshire, where applicable. *Strategic Priority - Support for as long as I need it*
- Continue to improve educational outcomes for our children and young people as we know this improves resilience and problem-solving skills, improve health and lifestyle outcomes and reduce social isolation – these are things

that young people are concerned about. *Strategic Priority - Support to be healthy*

- Increase accommodation options for children and young people, including approving more foster carers and Supported Lodgings providers, developing semi-independent and independent living options within Homes for Wiltshire and the voluntary sector. *Strategic Priority - A loving home where I have good relationships*
- Be sure that the voices of children and young people continue to be heard and understood by members, officers and all corporate parents whilst ensuring that these opinions are fully reflected in practice improvement. *Strategic Priority - To be heard*

17. Conclusion and Next Steps

17.1 The Corporate Parenting Strategy received full Council approval in October 2020, with the updated strategic priorities included.

17.2 An enhanced reporting system through the CPP Scorecard and regular performance reports has helped to ensure a better understanding of panel as evidenced in the updates from strategic leads contained within this report. Members have a greater understanding of children in care and care experienced young people, through the participation of child and youth voice, the chair of the CICC, young people attending the Panel and joint shared guardian sessions. Panel have an increased narrative of children and young people's lived experience therefore enabling them to be the best corporate parent the children in care and care experienced young people need.

17.3 This reporting period has also seen a change of chairing responsibility (June 2021).

17.4 We will:

- a) Review all priority areas to ensure they are being achieved and therefore the best impact upon outcomes for children and young people.
- b) Continue to work closely with the Children in Care Council to ensure that the voices and experiences of children and young people in care are reflected in the work of the CPP and hence the wider Families and Children's Services.
- c) Promote the importance of fostering and review the impact of the Fostering Excellence programme of work.
- d) In partnership with health colleagues, continue to track the improvement in health outcomes for children and young people, continuing to ensure that Initial and Review Health assessments are completed in a timely way as already evidenced during Panel reporting.

- e) Further strengthen and develop the offer for care experienced young people, particularly ensuring that those living outside Wiltshire are not disadvantaged.

18. Safeguarding Children and Young People Panel

- 18.1 The Safeguarding Children and Young People Panel (SCYPP) (which was established in February 2014) has continued to meet in September and December 2020 and March, June and September 2021. The role of the SCYPP is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes to ensure that all Wiltshire children and young people are safe.
- 18.2 Councillors Pat Aves, Mary Champion, Jane Davies (Vice Chair), Ross Henning, Peter Hutton, George Jeans, Laura Mayes (Chair) and James Sheppard formed the membership of the Panel during the period July 2020 to May 2021. From June 2021 the following Members formed the Panel: Councillors Ross Henning, Jon Hubbard, Peter Hutton (Chair), Laura Mayes, Dominic Muns (Vice Chair), Nabil Najjar, Sam Pearce-Kearney and Suzanne Wickham. Cllr Church stepped down from Panel having changed Cabinet Member responsibility and she was succeeded by Laura Mayes as the Chair. The Lead Officers are Netty Lee and Jen Salter (Heads of Service – Support and Safeguarding).
- 18.3 In the last year, the SCYPP has continued to receive briefings to enhance member's knowledge and understanding of Families and Children's Services responsibilities for safeguarding children and young people.
- 18.4 This has included; overviews of the core data which explains how the data is captured and monitored and used to compare Wiltshire with neighbouring councils and agencies, overview of the Families and Children's Transformation (FACT) Programme, overviews of missing children and young people data, including specific analysis of the decline in missing episodes.
- 18.5 Also the following updates – Activity in the Support and Safeguarding Service related to Covid, FACT programme, the numbers of children and young people who are placed outside of Wiltshire, the annual Private Fostering report for 2019/20 and the Panel's achievements over the 2017-2021 Council term.
- 18.6 A training session for the new Panel members was held in June 2021 when the Panel Members received introductions to the Families and Children's Services, Missing Children and the data received from the Emerald Team and the Performance, Outcomes and Quality Assurance Service and learned about the role of the School Effectiveness Safeguarding Leads

19. Main Considerations for the Council

- 19.1 The Council is asked to note the work of the Corporate Parenting Panel to date and the success within the year to strengthen its functions and impact of its work.

20. Overview and Scrutiny Engagement

- 20.1 In accordance with the agreed overview and scrutiny arrangements, “the draft annual Corporate Parenting Panel report was considered by the Children’s Select Committee’ standing task group on Wednesday 22 September. Due to timings of meetings, this year the Children’s Select Committee will receive the finalised annual Corporate Parenting Panel report”.
- 20.2 Reassurance was offered that Wiltshire’s thresholds had consistently been reviewed as appropriate (Ofsted inspections and Oxford Brookes University evaluation) and that the figures in Wiltshire were closer to the “proportion per 10,000” reported by local authorities classed as Good or Outstanding in their Ofsted inspection. The decision for children to become looked after remains with the Support and Safeguarding Head of Service via ‘Edge of Care Panel’ and thus provides consistency of threshold. This panel’s decisions have been subject to independent review to provide continued assurance.

21. Safeguarding Implications

- 21.1 Within their role as Corporate Parents, Councillors monitor closely the safeguarding of children and young people looked after by Wiltshire Council and in doing so identify issues such as children missing from placement and children at risk of sexual exploitation. These safeguarding functions continue and will be enhanced.

22. Public Health Implications

- 22.1 Children Looked After are at particular risk of experiencing inequalities in health outcomes due to their difficult start in life. Within their role as Corporate Parents, Councillors monitor the health and wellbeing support received by our looked after children to ensure they receive regular holistic assessments of their needs supported by appropriate and accessible service provision. This may include access to a wide range of services including immunisations, emotional wellbeing support or substance misuse services.

23. Environmental and Climate Change Considerations

- 23.1 Not applicable.

24. Equalities Impact of the Proposal

- 24.1 The proposals seek to bring Councillors and Officers to work together to ensure that our Looked After Children and Young People have a voice within the Council in order to influence the improvement of services for them.

25. Risk Assessment

25.1 Panel Members are required to have an enhanced DBS check undertaken and Risk Assessments will be drawn up for when visits are made to vulnerable children and when Councillors attend Officer Team Meetings, etc.

26. Financial Implications

26.1 Expenses for young people participating in the CPP will be paid for from the Children in Care budget.

27. Legal Implications

27.1 The Solicitor to the Council has confirmed that the Panel is an Advisory panel and not a Committee of the Council; it can therefore make recommendations but not decisions. Lucy Townsend (Corporate Director – People) is the lead decision maker.

28. Proposals

28.1 To receive and note the Annual Report and the work of the Corporate Parenting Panel to date, its functions and impact of its work and to ratify the improvements required to further strengthen Corporate Parenting in Wiltshire.

28.2 To receive and note the Annual Report of the Children in Care Council 2020/21 attached as Appendix 2 to this report.

Martin Davis (Director of Families and Children's Services)

Report Author: Iona Payne (Head of Service - Children in Care and Young People)

Contributors:

Kathryn Davis (Service Manager – Virtual Head and Vulnerable Groups)
Michele Llewellyn Turner (Service Manager – Care and Placement Services)
Karen Stokes (Missing Children Co-Ordinator)
Simon Fairgrieve (Information Lead, Children's Social Care)
Elly Mills (Operational Lead for IRO's and Child and Youth Voice)

Date of report: 5 October 2021

Background Papers – None

Appendices

- 1 - Children in Care Performance Data 2021/22 Q1 as at 30th June 2021
- 2 - Annual Report of the Children in Care Council October 2020 to August 2021.

Corporate Parenting Performance Report

June 2021

Publication date: 21st June 2021

Corporate Parenting Performance Report

The Corporate Parenting performance report provides a consolidated view of data about looked after children within Wiltshire local authority. It consists of 3 main elements.

- 1. CPP Scorecard** - performance across a suite of key performance indicators.
- 2. At a Glance** - data about those currently looked after in Wiltshire, those starting to be looked after in the year, and those young people who have since left care.
- 3. Data Spotlight** - a deeper look at the data around a specific area of Wiltshire's parenting responsibilities.

CPP Scorecard Explained

The scorecard aims to provide a balanced view of performance across the range of responsibilities Wiltshire has as a corporate parent. It has been designed with the following principles in mind.

- Provide a single view of key indicators.
- Report data that is important to report, not just data that has always been reported.
- Report the latest data available.
- Provide data that can be compared with previous time periods and, where possible, other similar local authorities.
- Provide the data in a format which is as accessible as possible, grouping indicators wherever possible.

The following section explains some of the terminology and logic applied to specific columns within the scorecard itself.

How Reported

This describes how the data is being reported for performance.

SS	Snapshot of current data at the end of previous month
R12M	12 month period up to the end of previous month.
YTD	Year to date performance from April of this Financial year to end previous month.
FY	Financial Year
AC	Academic Year
Q	Last completed quarter of current financial year.

Caution Year to date figures, particularly early on in the new financial or academic year can be based on small numbers and can make the percentage less reliable.

RAG Ratings

Red	Performance is 10% or more below the low threshold of the expected range
Amber	Performance is within 10% of the low threshold of expected range
Green	Performance is above low threshold of expected range.

Comparisons

One month ago	Performance as it was the month before for SS, YTD, and R12M.
One year ago	Performance at the same point, a year ago, or the last published data where data for similar councils reported.
Similar Councils	The latest average performance of 10 Local authorities statistically similar to Wiltshire.

CPP Scorecard

Domain	Indicator	How reported?	Latest Data	What does good look like?
Health & Wellbeing	% of CLA with a health assessment in last 12 months	FY	2019/20	High
	% of CLA with a dental check in last 12 months	FY	2019/20	High
	% of CLA with up to date immunisations	FY	2019/20	High
	% of Initial Health Assessments completed within 28 days (VC BSW Scorecard - In County Only)	YTD	Apr 21 - May 21	High
	% of Review Health Assessment caseload which is up to date (VC BSW Scorecard - In County Only)	SS	May-21	High
	% of scored SDQs with an overall SDQ score of high (17-19) or very high (>=20)	SS	May-21	Low
	% of current CLA accessing Tier 2 or Tier 3 CAMHS Support	SS		-
	Number of current CLA receiving MOTIV8 treatment	Q	Jan 21 - Mar 21	Low
Safety & Security	% of CLA with a missing episode	YTD	Apr-21	Low
	Average number of missing incidents per CLA	YTD	Apr-21	Low
	% of CLA aged 12 years and over with CSE screening in last 12 months	SS	May-21	High
	% of CSE screenings completed on CLA resulting in Child identified as At risk or CSE	R12M	Jun 20 - May 21	-
	% of CLA open to Youth Offending Service	SS	Jun-21	Low
Number of Youth Offending Cases committing a proven offence whilst CLA	YTD	Apr 20 - Mar 21	Low	
Stability & Permanence	% of placements ending due to child's behaviour	YTD	Apr 21 - May 21	Low
	Avg time between becoming looked after and moving in with their adoptive family (A1)	YTD	2019-22	Low
	Avg time between placement order being granted and being matched to a family (A2)	YTD	2019-22	Low
	% of looked after children with 3 or more placement moves in last 12 months	R12M	May 20 - Apr 21	Low
	% of children looked after for more than 2.5 years and in placement for at least 2 years	SS	Apr-21	High
	% of fostered children in long term placements (U1/U4/U5)	SS	Apr-21	High
	% looked after children placed more than 20 miles from home (exc UASC)	SS	Apr-21	Low
	Number of looked after children made subject to an SGO	YTD	Apr-21	High
	Number of looked after children adopted	YTD	Apr-21	High
Timely & Consistent Support	% of CLA reviews in time	YTD	Apr-21	High
	% Statutory Visits to looked after children in Time	Q	Jan 21 - Mar 21	High
	% CLA for 18 months with same social worker for 12 months	SS	Jun-21	High
	% CLA for 18 months with same IRO for 12 months	SS	Jun-21	High
Education	% of CLA looked after with an EHCP Plan (All CLA Stat School Age)	AY	Term 2	-
	% of Personal Education Plans reviewed within statutory timescales (All CLA Stat School Age)	AY	Term 2	High
	% of CLA with Fixed Term Exclusion in Academic Year (All CLA Stat School Age)	AY	Term 2	Low
	% of CLA with Permanent Exclusion in Current Academic Year (All CLA Stat School Age)	AY	Term 2	Low
	% of Early Years Foundation Stage pupils achieving a Good Level of Development (GLD) (CLA 12 months)	AY	2018-19	High
	% of Y1 pupils achieving the expected standard in the statutory phonics screening check (CLA 12 months)	AY	2018-19	High
	% of pupils achieving the expected standard in phonics (End of Key stage 1) (CLA 12 months)	AY	2018-19	High
	% of pupils achieving the end of KS1 expected standard in reading, writing and maths (CLA 12 months)	AY	2018-19	High
	% of pupils achieving the end of KS2 expected standard in reading, writing and maths (CLA 12 months)	AY	2018-19	High
	Average Attainment 8 score for KS4 pupils (CLA 12 months)	AY	2018-19	High
	Average Progress 8 score for KS4 pupils (CLA 12 months)	AY	2018-19	High
% of KS4 pupils achieving GCSE Grade 4 or higher in English and maths (CLA 12 months)	AY	2019-20	High	

Expected Range		Latest Data and RAG Rating	Behind the %	
Low	High		Actual	Possible
100%	100%	96%	316	330
95%	100%	89%	295	330
95%	100%	94%	309	330
80%	90%	88%	15	17
-	-	75%	279	370
-	-	47%	18	38
		NYA		
		13		

-	-	3.2%	14	437
-	-	1.9	-	-
-	-	64.2%	165	257
-	-	12.8%	20	156
-	-	2.1%	9	433
-	-	16	-	-

-	-	20%	6	30
290	370	373	-	-
150	170	128	-	-
7%	10%	6.1%	26	428
75%	82%	78.2%	122	156
-	-	44.0%	150	341
-	-	37.6%	146	388
-	-	5	-	-
27	32	1	-	-

93%	98%	97.7%	43	44
90%	95%	93.7%	1490	1591
-	-	45.3%	130	287
-	-	94%	271	287

-	-	39.9%	114	286
95%	100%	100%	269	269
2%	12%	6%	18	286
0%	0.1%	0%	0	286
48%	72%	0.0%	0	5
64%	82%	67%	2	3
78%	91%	50.0%	3	6
38%	63%	33.3%	2	6
37%	65%	26.3%	5	19
19.1	44.6	17.8	-	-
-1.23	-0.07	-0.93	-	-
18%	70%	31%	11	36

One Month Ago		One Year Ago		Similar Councils	
Data	Latest is better, worse or same	Data	Latest is better, worse or same	Data	Latest is better, worse or same
-	-	74%	B	86%	B
-	-	91%	W	77%	B
-	-	91%	B	-	-
87%	B	76%	B	-	-
77%	W	74%	B	-	-
47%	S	48.7%	B	43%	W
-	-	9	W	-	-

10.8%	B	11%	B	12%	B
4.1	B	5	B	5.4	B
61.9%	B	30.5%	B	-	-
13.9%	-	15%	-	-	-
1.9%	W	-	-	-	-
-	-	13	W	-	-

25%	B	7%	W	-	-
374	B	339	W	453	B
130	B	116	W	172	B
6.8%	B	9.6%	B	13.0%	B
78.3%	W	75.8%	B	66.0%	B
45.7%	W	43.9%	B	-	-
39.1%	B	36.6%	W	31.0%	W
-	-	0	B	-	-
-	-	2	W	-	-

94.3%	B	98.8%	W	-	-
-	-	90.3%	B	-	-
52.5%	W	-	-	-	-
99.7%	W	-	-	-	-

-	-	39.2%	-	27.2%	-
-	-	100%	S	-	-
-	-	7.7%	B	12.8%	B
-	-	0%	S	0.05%	B
-	-	-	-	48%	W
-	-	-	-	64%	B
-	-	-	-	78%	W
-	-	-	-	38%	W
-	-	-	-	37%	W
-	-	-	-	19.1	W
-	-	-	-	-1.23	B
-	-	18.20%	B	18%	B

CPP Scorecard

Domain	Indicator	How reported?	Latest Data	What does good look like?
Fostering	Number of new foster carer approvals - Mainstream	YTD	Apr 21 - May 21	High
	Number of new foster carer approvals - Connected	YTD	Apr 21 - May 21	High
	Current foster carers - Mainstream	SS	May-21	High
	Current foster carers - Connected (inc temp approved)	SS	May-21	-
	% CLA fostered in house provision (inc Connected)	SS	Apr-21	High
	% CLA fostered in IFAs	SS	Apr-21	Low
	Number of foster carer deregistrations - Mainstream	YTD	Apr 21 - May 21	Low
	Number of foster carer deregistrations - Connected	YTD	Apr 21 - May 21	Low
Care leavers	% Care leavers aged 17-18 we are in touch with (Ofsted List 9)	SS	May-21	High
	% Care leavers aged 19-21 we are in touch with (Ofsted List 9)	SS	May-21	High
	% Care leavers where contact recorded in last 3 months (Ofsted List 9)	SS	May-21	High
	% Care leavers in EET (17-18) - Latest Contact (Ofsted List 9)	SS	May-21	High
	% Care leavers in EET (19-21) - Latest Contact (Ofsted List 9)	SS	May-21	High
	% Care leavers in Suitable Accommodation (17-18) (Ofsted List 9)	SS	May-21	High
	% Care leavers in Suitable Accommodation(19-21) (Ofsted List 9)	SS	May-21	High
	% Care leavers with a Pathway Plan updated in the last 6 months	SS	Jun-21	High
Child's Voice	% of CLA with missing episodes offered return interviews	YTD	Apr-21	High
	% of CLA offered return interviews accepting them	YTD	Apr-21	High
	Referrals to Independent Visitor Scheme for CLA	YTD	Apr 21 - May 21	High
	Matches to Independent Visitor for CLA	YTD	Apr 21 - May 21	High
	Mind of My Own One App: Average young people statements per month	YTD	Apr 21 - May 21	High
	Mind of My Own One App: Average worker statements per month	YTD	Apr 21 - May 21	High
	Annual foster carer reviews	SS	May-21	High
	Number of CLA referred for Advocacy	YTD	NYA	-
	Number of CLA accepted for Advocacy	YTD	NYA	-
	Number of CLA and young people participating in the CIC council	SS	Jun-21	High
	% of reviews the child has participated in (not DfE measure)	YTD	Apr-21	High

Expected Range		Latest Data and RAG Rating	Behind the %	
Low	High		Actual	Possible
30	33	5	-	-
-	-	3	-	-
-	-	136	-	-
-	-	41	-	-
45%	55%	50.2%	215	428
26%	28%	29%	124	428
-	-	3	-	-
-	-	6	-	-
-	-	87%	67	77
-	-	98%	173	176
-	-	87%	215	247
60%	70%	61%	41	67
50%	60%	54%	92	171
85%	90%	85%	56	66
85%	90%	94%	162	173
-	-	76%	220	288
-	-	96%	25	26
-	-	84%	21	25
-	-	8	-	-
-	-	1	-	-
-	-	31.5	-	-
-	-	30.5	-	-
95%	100%	98.0%	-	-
		NYA		
		NYA		
-	-	4	-	-
-	-	94.3%	83	88

One Month Ago		One Year Ago		Similar Councils	
Data	Latest is better, worse or same	Data	Latest is better, worse or same	Data	Latest is better, worse or same
3	B	6	W	-	-
2	B	7	W	-	-
139	W	117	B	-	-
39	-	46	-	-	-
50.0%	B	44%	B	49%	B
29%	B	31%	B	22%	W
1	W	4	B	-	-
3	W	3	W	-	-
89%	W	88%	W	83%	B
98%	B	96%	B	85%	B
86%	B	-	-	-	-
63%	W	64%	W	60%	B
55%	W	54%	W	48%	B
89%	W	80%	B	81%	B
94%	W	94%	W	81%	B
83%	W	-	-	-	-
95%	B	98%	W	-	-
75%	B	69%	B	-	-
7	B	3	B	-	-
1	S	1	S	-	-
30	B	4.5	B	-	-
11	B	3.5	B	-	-
99%	W	92%	B	-	-
5	W	9	W	-	-
91.5%	B	97%	W	-	-

CLA Caseload Breakdown

Category	Measure	What does good look like?	End Apr 2021	31st March 2020-21	31st March 2019-20	Similar councils (2019-20)
Total	Number of CLA per 10,000		428	424	458	-
Rate	Rate of CLA per 10,000		40.4	40.0	43.3	57
Gender	% Male		54%	54%	54%	57%
Gender	% Female		46%	46%	46%	43%
Age	% Under 1		4%	4%	6%	5%
Age	% 1 - 4		10%	10%	10%	13%
Age	% 5 - 9		16%	15%	15%	18%
Age	% 10 - 15		44%	44%	43%	40%
Age	% 16+		27%	27%	27%	25%
Ethnicity	% White		84%	84%	85%	85%
Ethnicity	% Mixed		4%	4%	4%	7%
Ethnicity	% Asian or Asian British		2%	2%	1%	1%
Ethnicity	% Black or Black British		2%	2%	3%	3%
Ethnicity	% Other ethnic groups		3%	3%	5%	3%
Ethnicity	% Other (Unborn/Refused)		5%	4%	3%	1%
Legal Status	% Full Care Orders	Higher	59%	61%	56%	57%
Legal Status	% Interim Care Orders	Lower	10%	10%	11%	16%
Legal Status	% Section 20	Lower	24%	22%	25%	20%
Legal Status	% Section 20 more than 1 year	Lower				-
Legal Status	% Placement Order		7%	7%	8%	8%
Legal Status	% Other		0%	0%	0	0%
Placement	% placed in foster care	Higher	79%	79%	75%	72%
Placement	% placed for adoption	Higher	4%	4%	5%	4%
Placement	% placement with parents		2%	2%	3%	4%
Placement	% placed at other community placement		6%	5%	7%	3%
Placement	% placed in Children's homes, secure units and hostels	Lower	9%	9%	9%	17%
Placement	% placed in other residential settings		0%	0%	1%	5%
Placement	% placed in residential schools		0%	0%	0%	0%
Placement	% placed in other placements		0%	0%	0%	0%
UASC	% Unaccompanied Asylum Seeking Children		4%	4%	5%	5%

CLA Starts Breakdown

Category	Measure	End Apr 2021	2020-21	2019-20	Similar councils (2019-20)
Total	Number starting to be CLA (no duplicates)	16	131	171	-
Rate	Children starting to be CLA per 10,000	18.1	12.35103	16.2	21.5
Gender	% Male	38%	56%	54%	55%
Gender	% Female	63%	43%	44%	45%
Age	% Under 1	19%	23%	23%	18%
Age	% 1 - 4	19%	18%	19%	18%
Age	% 5 - 9	31%	21%	20%	17%
Age	% 10 - 15	19%	27%	25%	30%
Age	% 16+	13%	11%	13%	18%
Need	Abuse or neglect	81%	82%	69%	60%
Need	Child's disability	0%	0%	2%	3%
Need	Parents illness or disability	0%	0%	1%	3%
Need	Family in acute stress	13%	4%	8%	9%
Need	Family dysfunction	0%	5%	9%	18%
Need	Socially unacceptable behaviour	0%	0%	1%	2%
Need	Low income	0%	0%	0%	0%
Need	Absent parenting	6%	9%	11%	11%
Legal Status	% Full Care Orders	0%	6%	3%	0%
Legal Status	% Interim Care Orders	13%	31%	43%	32%
Legal Status	% Section 20	88%	52%	48%	53%
Legal Status	% Placement Order	0%	2%	0%	0%
Legal Status	% Detained on child protection grounds	0.00%	9%	3%	11%
Legal Status	% Youth Justice legal statuses	0%	0%	3%	1%

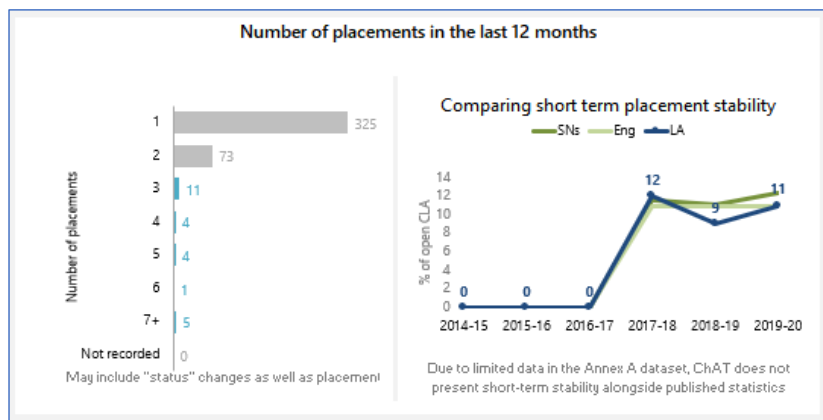
Care Leavers Caseload Breakdown

Category	Measure	End Apr 2021	2020-21	2019-20	Similar councils (2019-20)
Total	Care leavers	299	299	255	n/a
Eligibility	% Relevant	1%	1%	2%	n/a
Eligibility	% Former Relevant	97%	97%	96%	n/a
Eligibility	% Qualifying	2%	2%	2%	n/a
Age	% 16 - 18	25%	25%	31%	n/a
Age	% 19 - 20	47%	47%	46%	n/a
Age	% 21+	28%	28%	22%	n/a
Gender	% Male	60%	60%	58%	n/a
Gender	% Female	40%	40%	42%	n/a
UASC	% Former UASC	20%	20%	n/a	n/a

Data Spotlight

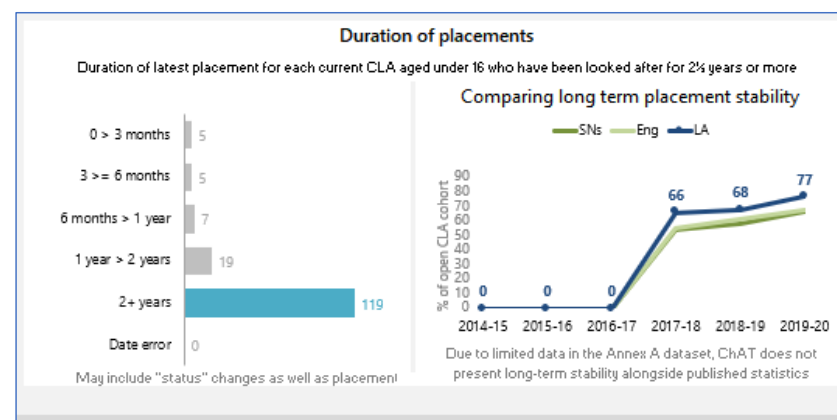
Stability and Permanence

Snapshot taken from ChAT tool produced 15th May 2021



Graph shows percentage of open CLA who have had 3+ placements in the last 12 months
Comparator data only available from 17-18 onwards

Snapshot taken from ChAT tool produced 15th May 2021



Graph shows percentage of open CLA who have been in placement for 2 years or more
Comparator data only available from 17-18 onwards

Snapshot taken from ChAT tool produced 15th May 2021

% CLA CEASED BECAUSE OF SGO	Wiltshire	Statistical Neigh.	Eng
2014-15	13	9	11
2015-16	16	12	12
2016-17	14	12	12
2017-18	12	12	11
2018-19	12	15	13
2019-20	14	13	13
Last 6 months	25		

Snapshot taken from ChAT tool produced 15th May 2021

% CLA CEASED BECAUSE OF ADOPTION	Wiltshire	Statistical Neigh.	Eng
2014-15	14	17	17
2015-16	14	14	15
2016-17	22	14	14
2017-18	14	14	13
2018-19	23	13	12
2019-20	12	13	12
Last 6 months	14		

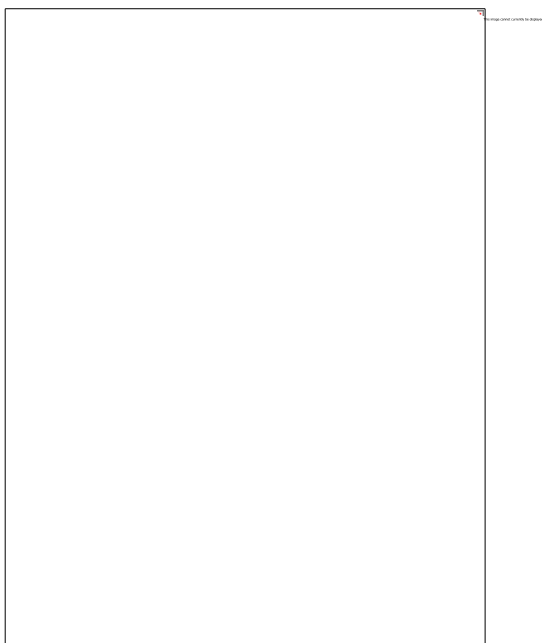


Wiltshire Children in Care Council Annual Report October 2020 – August 2021

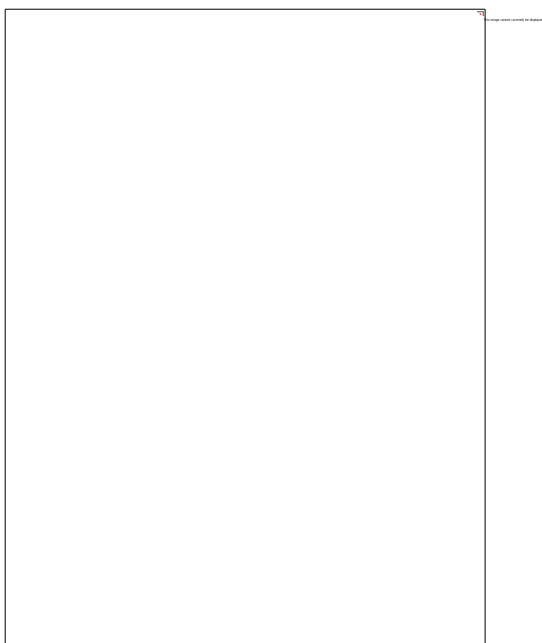
1. Introduction

In 2019-2020 Wiltshire's Children in Care Council (CiCC) was coordinated by the Children's Commissioning Team within Wiltshire Council. In November 2020 a decision was made to move this to a newly formed 'Child and Youth Voice Team' sitting within the Conference and Reviewing Service. The team's work on youth voice activity supports the Council's ambition that no policy, or service, related to children and young people is developed without first seeking their views. Wiltshire Council believes that participation and involvement is 'the business of every service and organisation that works with children and young people'. This report provides a summary

of CiCC activities over the last twelve months, highlights key messages and outlines priorities for future development.



Youth Voice event at Salisbury Arts Centre



Cam our Support Worker doing research at a youth voice participation event

2. What is CiCC and what have we done this year?

CiCC is a forum for young people, 10 years and above, who live in care, who also extend an open invitation to care leavers. Members volunteer to join the CiCC and to have their voices

heard in order to improve the lives of children and young people living in care and leaving care. Membership fluctuates as young people move onto new opportunities and given the time that they have available. CiCC strives to be as open, inclusive, and accessible as possible. Over the past year we have had contact with over 30 young people. Our membership currently sits at around 9 young people who are committed to CiCC and regularly attend meetings. We feel it is important to have a flexible approach to membership and allow young people to take part in activities and consultations in a flexible way with no pressure.

CiCC MEETING **Meet your Councillors**

- ▶ On 18th March the CiCC meeting will be an opportunity for all Wiltshire children in care to meet some of the Wiltshire Councillors.
- ▶ This will be an opportunity to tell them what you think is going well and what could be done better.
- ▶ When: 18th March
- ▶ At: 4:30pm
- ▶ On: **TEAMS** online meeting
- ▶ To find out more or book your place email: Cameron.Strawson@Wiltshire.gov.uk or ask your social worker

Flyer for a meet the Councillors session

CiCC used to meet at least every other month, and twice a year these meetings were held jointly with members of the Corporate Parenting Panel and were called Shared Guardian Sessions. In January 2021 we made the decision to change the format of the meetings to meet more regularly via Microsoft TEAMS. We now meet twice per month (on the first and third Thursday of the month). The meeting on the first Thursday of the month is a fun activity and the meeting on the third Thursday of the month is offered up for consultancy so people can book into the meeting to consult with CiCC members. Since the lifting of the Covid restrictions we have started meeting in person to do fun activities and promote relationships between CiCC members.



Reindeer from our CiCC trip to Longleat. 'Selfie with a reindeer' was very popular 😊

We have met up to do a trip to Longleat for CiCC members, a chat and shakeaway picnic and a pizza night. We invite the 'corporate parent' Councillors to CiCC meetings twice a year. We are also facilitating half termly 'Meet the Leader' sessions between CiCC members and Council Leaders. We have had fortnightly CiCC planning sessions to plan CiCC activity with the CiCC leadership Team. We made links with a successful CiCC in Oxfordshire in December 2020 and were given some good ideas to improve our CiCC. This has included setting up a CiCC Ambassador scheme which we will talk about further on in this report. We have also launched a CiCC Consultancy and Champion scheme which have been very popular.



'Staff team selfie' at Longleat trip enjoying snacks on the boat trip.

CiCC now have a members WhatsApp group which means we can stay in touch, share news, and give each other support. We feel this is working very well. We also have a Facebook group and sometimes meet up and play online Games via apps to stay in touch.

CiCC Leadership Team

Alex McDermid – CiCC Chair

Joe Sutton – Child and Youth Voice Lead Worker

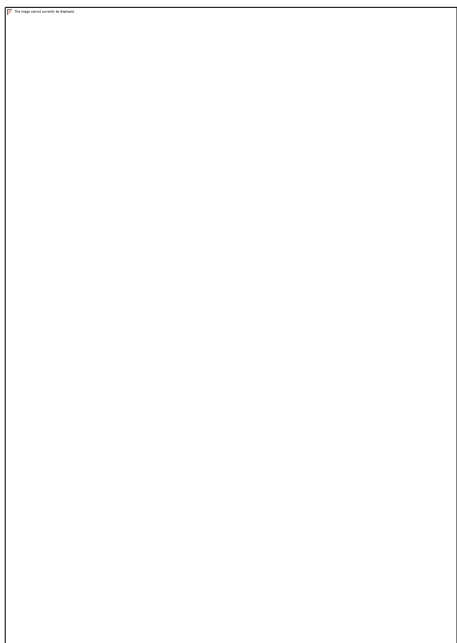
Cameron Strawson – Child and Youth Voice Support Worker

Elly Mills – Child and Youth Voice Operational Lead (Secondment)

CiCC Ambassador Scheme

Ambassadors can be CiCC members, Council staff and Councillors who have a specialist interest in an important issue to CiCC such as mental health, housing, jobs, activities and tackling racism. These reflect our priorities and the priorities of CPP. We currently have 18 Ambassador Council Staff members. All of the Ambassadors get together at least twice a year to share information with each other. If anyone needs information about the important issues, they can get advice from the Ambassador for that issue.

We have been particularly pleased that Pier Pritchard (Safeguarding Service Manager) agreed to be our 'Recruiting Good Social Workers' Ambassador.



Pier Pritchard our Ambassador for 'Recruiting Good Social Workers'

This means we have formed a good link with the operational teams. It has meant we have been an active part of the recruitment of Social Workers (sitting on panels and contributing towards the design of interview questions). We have been able to pass back to Pier what we think the important qualities of a Social Worker are so she can pass this on and promote these qualities in the staff.



Sharnia Matthews - our Ambassador for Diversity and tackling racism.

We also have Council staff Ambassadors for:

- Sports and Senior Management Links
- Missing Children and Young People
- Pets
- Tackling Climate Change
- New Arrivals (UASC)
- Family Time / Staying in Touch
- Clubs and Activities
- Diversity and Tackling Racism
- Residential Care Homes
- Mental Health
- Recognizing Achievements
- People affected by disability
- Keeping and feeling safe
- Housing
- Recruiting good social workers
- LGBT+
- Career Opportunities
- New Arrivals and advice about skin and haircare.

WILTSHIRE CiCC NEEDS YOU

Could you be a CiCC Ambassador?

We need passionate staff representatives to be CiCC Ambassadors

What we need

- ▶ We need council employees to be Children in Care Council Ambassadors. This is a networking role for staff an interest in one of the specific issues that have been highlighted as important by our children in care.
- ▶ As an Ambassador we would like you to attend at least 2 CiCC meetings a year and work with CiCC to rise the profile of these important issues within your team and the council.
- ▶ You do not need to be a social worker any interested staff will be welcomed.
- ▶ If you want to find out more please email Ely.Mills@Wiltshire.gov.uk

Ambassadors needed

- ▶ Climate Change
- ▶ Mental Health
- ▶ Activities and Clubs
- ▶ Staying Connected (Family Time) **APPOINTED**
- ▶ Pets
- ▶ New arrivals in the UK **APPOINTED**
- ▶ Residential Care Homes
- ▶ Housing
- ▶ Disability

Flyer sent out to Council staff to recruit staff CiCC Ambassadors. All of these positions are now filled. We were all overwhelmed by the brilliant take up and buy in by Council staff.

We also invited people within the community from organisations that are important to us to be Ambassadors. These are called Community Ambassadors. We have Community Ambassadors for:

- SPORTS
- Emotional Wellbeing
- People who have an important Faith
- SCOUTS
- Drug and Alcohol problems – MOTIV8
- Tackling climate change
- PETS and mental health
- Athletics



Rev Steve Hawkes our **CiCC** community Ambassador for People who have an important faith



Verity Ockenden our **CiCC** Community Ambassador for athletics

We are in the process of recruiting Councillors to be Ambassadors. Councillor Stewart Palmen is our Councillor Ambassador for mental health. He has sat in on a number of important meetings and consultations about mental health. This has enabled **CiCC** members to feel supported.



Cllr Stewart Palmen our **CiCC** Ambassador for mental health.

Following the Councillor elections in May 2021 we were delighted that newly elected Cllr Sam Pearce-Kearney put himself forward to be involved with **CiCC** and CPP. Sam has agreed to be our **CiCC** Ambassador for Child and Youth Voice.



Cllr Sam Pearce-Kearney our new CiCC Ambassador for Child and Youth Voice

We are still recruiting young people to be CiCC Ambassadors. We have young people Ambassadors for:

- Pets and new arrivals
- Recruiting good social workers
- Recognising achievements and sports
- Emotional wellbeing and drugs / alcohol
- Racial equality and Diversity

CiCC Consultancy Scheme

We have launched our CiCC consultancy scheme. This means young people in care can be consultants and help the Council with important business and offer consultancy. Consultants are offered a high level of support, training, and reimbursement by way of vouchers for their time and expertise.

CiCC Champion Scheme

We have invited Council staff to be Child and Youth Voice Champions. The Champions meet on the third Thursday of the month via Microsoft Teams. We feel this has been an excellent way of promoting CiCC and sharing important information so it can be passed on to all of the teams. The Champion role has been very popular. They have also been pivotal in sharing information about the Mind of My Own App and important consultations and CiCC activity

opportunities. Alex the CiCC Chair has attended all of the Champions meetings to represent CiCC.

3. Our Priorities for 2020-2021

The priorities identified in last report (August 2020) were (in order of priority):

1. Continuing to raise awareness of mental health and emotional wellbeing
2. Raising awareness of bullying
3. Continuing to make newsletters and promote our group
4. Training new staff – children’s services induction, Wiltshire college and any other opportunities
5. Being professional when we have meetings and develop skills to be effective representatives
6. Meeting CiCCs from other counties (it will be more fun if there are some activities)
7. Taking part in consultations
8. Influencing decision makers by sharing experiences and that of others.

What we have achieved with our priorities?

1. Continuing to raise awareness of mental health and emotional wellbeing

Raising awareness about mental health and emotional wellbeing has continued to be an important priority for CiCC. We now have Ambassadors for mental health and emotional wellbeing (Councillor, staff, community, and young people). We have had a half term of child and youth voice consultancy on mental health. This involved Elly, Cam and Joe going out to consult with young people in youth groups, a big survey for all young people and a mental health survey facilitated by Bristol University for children and young people in care. We then fed the outcome of the consultations to our leaders (Councillors, Directors and Chief Executive) at a ‘meet the leader’s session’ in July. We held a health and wellbeing online festival in July. We have found that meeting other young people in care and doing fun activities has helped our member’s emotional wellbeing. It is also helpful to be able to talk to other members about mental health, find out about resources and advocacy and feel less alone. This has been particularly important in lockdown.

South West CiCC (children in care council)
Online Health and Wellbeing Festival

Monday 26th July at 10am

TIMETABLE FOR THE FESTIVAL
(MIGHT BE CHANGED)

10am – welcome everyone

10:15 -10:45 – Alan Levi (Emotional health workshop and exercises)

10:45-11 – Break

11.00-11.30 – Chris Eden cookery demo (Michelin star chef demonstrating how to make a healthy snack).

11.30-11:45 – Break

12:00- 12:30 – Verity Ockenden (professional runner, GB athlete and poet running talk, inspirational poems and questions and answers about running and athletics).

This is for all young people in care, their workers and their carers 😊

To book your place please email
childandyouthvoice@Wiltshire.gov.uk




2. Raising awareness of bullying

At CiCC we promote anti-bullying and we strive to be an inclusive group. This does not mean that members get on all of the time and sometimes members can annoy each other. We make sure that everyone in CiCC feels safe at our meetings and activities. Our leaders are always about when we meet up and are part of our WhatsApp group so they can offer support if bullying does become an issue for anyone. We are planning to have a big consultation on bullying in 2022.

3. Continuing to make newsletters and promote our group

Covid19 has caused some problems for promoting CiCC. It has made it hard to post out newsletters and also meet up face to face. Our CiCC members were keen to have a WhatsApp group as this enables young people to share information immediately and share details of events and meetings. Cameron and Joe oversee the WhatsApp group. We also have a secure Facebook group. We have not sent out any newsletters and this is something we need to have as a priority for next year. It has been agreed that we can have a regular slot in the Fostering Magazine which is sent out twice a year by the Fostering Team. We have promoted our group by advertising our activities through Social Workers and also working closely with the Independent Reviewing Officers. We have also set up a residential weekend for September

2021. We were really pleased with how popular this was and nineteen young people will be attending, we also have a long waiting list for it. We plan to do a CiCC residential twice per year as a way of promoting CiCC.

4. Training new staff – children’s services induction, Wiltshire college and any other opportunities

Joe and Cam have been involved in staff training since they have been in post and have been going to team meetings to promote child and youth voice work. Cam has been involved with designing and delivering some language training. Auditing work has demonstrated that the recommendations made by Cam in his training have led to a cultural shift with Social Workers writing in a much more child and young person friendly way.

Next year we would want to become more consistently involved in training and inductions for all Council staff.

5. Being professional when we have meetings and develop skills to be effective representatives

Our CiCC members have been able to join in with lots of meetings because of the move over to Microsoft Teams. We have learnt lots of skills because of doing this. We have also launched our Child and Youth Voice academy so we can consistently have training and support to develop our skills and confidence. Joe has been on some ‘AQA’ training which means he can provide AQA certificates which CiCC members can be awarded and put on their CVs.



6. Meeting CiCCs from other counties (it will be more fun if there are some activities)

Our leaders have met regularly with participation officers from other Local Authorities which means we get to hear about what other CiCCs are up to. We have formed good links with



Oxfordshire and Swindon CiCCs. We invited Swindon and Oxfordshire CiCC to our health and Wellbeing Festival. We are looking forward to meeting up with other CiCCs at national and local events now that the COVID19 restrictions have been lifted.



7. Taking part in consultations

We have been involved with lots of consultations over the past year. We have completed a Young Person’s inspection of Aspire House. We made several recommendations which the staff at Aspire House have implemented.

CiCC offer one of their meetings per month for workers to book in and have ‘consultancy’.

CiCC have been supported to provide a range of consultations which have included:

- What makes a good foster carer?
- What makes a good IRO?
- What makes a good social worker?
- How we find our health assessments?
- Mental health and emotional wellbeing.
- Community engagement.
- Tackling climate change.

FOSTERING
with
Wiltshire Council

CICC MEETING **Getting it right** **What makes a good foster carer?**

- ▶ **Thursday 4th March** at **16:30** online on TEAMS
- ▶ To get the joining details or to find out more please email your new **Child and Youth Voice** worker **Cameron Strawson** on Cameron.Strawson@Wilts.hire.gov.uk or ask your social worker.
- ▶ For our CICC meeting on 4th March we will be helping fostering workers understand what makes a good foster carer.
- ▶ Clare Godspeed from fostering is joining us. Clare needs CICC to help her understand what makes a good foster carer.
- ▶ Clare also wants to talk about how CICC members can get involved in getting more people to foster for Wiltshire Council. This means we can make sure we get the right foster carers.
- ▶ This session is for all children in care even if they are living in a care home or with a family member. It is very important for the fostering workers to know what you think so they can get it right.

Flyer for 'what makes a good foster carer' consultation. This was our most popular CiCC meeting to date.

Our **CICC** members and Chair have been involved with interviewing for a number of important Council jobs.

We have also:

- supported a small group of youth consultants to meet with the service manager of MASH (multi agency safeguarding hub) to make the telephony more child friendly so it is now much easier for children and young people to report concerns to MASH.
- supported some youth consultants (approximately 4) to give their lived experiences of lockdown to CYPMH (young people's mental health network).
- been part of a working group who are designing a new care leavers app for all children in care to access important information.
- provided a booklet for carers and staff on ensuring skin and hair needs are met for all of our children and young people.

8. Influencing decision makers by sharing experiences and that of others

We have been able to achieve this through our consultations and through our meet the leader sessions. Cameron is sitting on fostering panel which means he can represent

CiCC) and be a voice for children in care and CiCC). Next year we hope to be more actively involved in some of the Council's decision-making forums.



A flyer for one of Cam's language sessions. Wiltshire's principal social worker (PSW) is confident there has been a cultural shift amongst Social Workers who now write to the child or young person in their reports.

9. Other Achievements

We have established positive links with our community engagement officers. One of our CPP priorities is about ensuring all CiC have the opportunity to feel connected to their local community. We were able to invite Rhys Schell (the manager of the Community Engagement Officers) to be part of the CPP team and Ollie Phipps one of his team is now our CiCC Ambassador for community links.

We have supported one of our consultants to create a new podcast called 'Fostering Positivity'. The podcast lasts around 30 minutes and is released every 2 weeks. The show includes themes such as the consultant's life and her experiences of growing up in care and other guests talking about issues such as mental health support, care leavers at university, careers, and other important topics. The team helps the consultant by offering advice and guidance around topics and the Council will also share the podcast on its social media platforms.



Our CiCC chair is going to be doing some work experience / consultancy work with 'Early Years' to assist the staff in gaining understanding of the needs of CiC.

CiCC now has its own named police officer who can attend meetings and be a source of information for CiC.

4. Our priorities for next year (2021-2022)

- Building on our links with our communities to fulfil our priority of ensuring CiC have the opportunity to feel connected to their community.
- Continue our focus on mental health and emotional wellbeing.
- Having a focussed consultation on bullying
- CiCC members to receive AQA certificates for achievements
- Recruiting Councillor Ambassadors
- Recruiting a permanent Operational Lead for Child and Youth Voice (ideally someone who is care experienced)
- Recruiting some Deputy Chairs who can support the current CiCC Chair
- Recruiting a care experienced apprentice who can work in the CYV Team.
- Following up our meet the leader session and our recommendations for Aspire House to see if we have had impact 6 months later on.

5. Summary

We feel we have achieved a lot this year given that we have still been limited because of COVID.

We would like to thank all of our CiCC members for their time, engagement, and hard work during this challenging period. Their participation is invaluable and helps to ensure that we all remain focussed on meeting the needs of children and young people, by listening to their views.

Report authors

Alex McDermid – CiCC Chair

Joe Sutton – Child and Youth Voice Lead Worker

Cameron Strawson – Child and Youth Voice Support Worker

Elly Mills – Child and Youth Voice Operational Lead (Secondment)

Wiltshire Council

Full Council

19 October 2021

Gambling Act 2005 –Gambling Statement of Principles

Executive Summary

This report describes the amendments made to the Gambling Statement of Principles (2022-2024) for Wiltshire Council.

Following the Licensing Committee's consideration of the amendments to the Gambling Statement of Principles on 13th September 2021 the committee approved the policy and referred it on to Council for approval.

Proposal

It is recommended:

That Council approves the Gambling Statement of Principles (2022 -2024) (Appendix 1) under the Gambling Act 2005.

Reason for Proposal

The Council must review its Gambling Statement of Principles every three years. The Policy is due for review and must be consulted on and approved by Council prior to it being published and coming into force.

Jessica Gibbons

Director - Communities & Neighbourhoods

Gambling Act 2005 – Gambling Statement of Principles

Purpose of Report

1. The Council must review its Gambling Statement of Principles every three years. The Policy is due for review and must be consulted on and approved by Council prior to being published and coming into force. Following amendments considered by the Licensing Committee on 13th September 2021 a final draft version of the Statement is submitted to Council for approval.

Relevance to the Council’s Business Plan

2. People in Wiltshire work together to solve problems locally and participate in decisions that affect them”.
3. “People are protected from harm as possible and feel safe”

Background

4. It is a statutory requirement that the Gambling Statement of Principles must be approved by Council as this is not a function that can be delegated to the Licensing Committee.

Main Considerations for the Council

5. Wiltshire Council is the Licensing Authority, and is required to discharge its responsibilities in relation to the Gambling Act 2005 with a view to promoting the three licensing objectives, namely:
 - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime,
 - Ensuring that gambling is conducted in a fair and open way,
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
6. The Gambling Act 2005 was designed to be light touch legislation covering a number of “licensable activities”. Such activities are defined within this Act.
7. Social responsibility is an important element of the Gambling Statement of Principles and this was taken into consideration in the previous revision following guidance from the Gambling Commission.
8. In order for the Licensing Authority to discharge its licensing functions it is required to draw up a Statement of Principles in relation to the Gambling Act 2005. This policy is to be reviewed every three years and be subject to a consultation process.

9. On 5 July 2021 the Licensing Committee, via agreement from the Chair and Vice Chair, gave permission for officers to consult on the draft Gambling Statement of Principles (2022 – 2024) and for the outcome of the consultation to be brought to the Licensing Committee on 13 September 2021. As a comprehensive review of the statement was undertaken in 2018 and as there have been no relevant changes to the legislation or guidance, no significant amendments were required.
10. Only two updates and one addition to the policy were being proposed as detailed below:

Page 5, Introduction - update to the current number and makeup of the Gambling Premises in Wiltshire.

Appendix D - addition of the sentence *'These figures are correct as of 2018, up to date figures will be provided, when a local area profile is requested'* under the Wiltshire Area Profile.

Appendix E - updated address for GamCare.

11. The Act provides that functions in relation to the three-year Gambling Statement of Principles cannot be delegated and must be approved by Council.
12. A six-week consultation on the draft policy took place from 12 July – 22 August 2021. Three responses were received during the consultation period, from Amesbury, Melksham, and Westbury Town Councils. All in support of the Statement, two stating other concerns about Gambling in Wiltshire however these did not impact upon the consultation for the statement.
13. Following the consultation no subsequent amendments were made to the Council's draft Gambling Statement of Principles that needed to be considered by the Licensing Committee. At the Licensing Committee meeting on 13 September 2021, the Committee raised a point regarding the use of the phrase "but by agreement" in 6.2.1 Club Gaming Permits and 6.2.2. Club Machine Permits and its context. This comment was reviewed, and the words have removed from both sections, the draft was accepted by the Committee and referred on to Council for approval.
14. The Gambling Statement of Principles is a document setting out the Council's proposals to ensure a balanced approach towards the licensing of Gambling Premises. The revised Policy has been based on the requirements of the Gambling Act 2005 and includes changes as a result of either new or amended legislation, regulations or guidance issued by the Secretary of State.

Safeguarding Implications

15. One of the key objectives of the Gambling Act 2005 is 'The Protection of Children from Harm': Wiltshire Council's Children's Services Department has been designated as the Responsible Authority under the Gambling Act 2005. In this capacity they are required to ensure that decisions about licensing are taken with due regard to the need to safeguard and promote the welfare of children.

Public Health Implications

16. The Licensing and Public Health teams work together within the Council to ensure that the health implications of gambling are considered.

Environmental and Climate Change Considerations

17. There is minimal environmental impact of these proposals.

Equalities Impact of the Proposal

18. The impact of these proposals is assessed as 'low' against the Council statutory responsibilities. There are potential implications with respect to human rights.

Risk Assessment

19. Licensing is a statutory undertaking. Should the proposals in this report not be adopted it would leave Wiltshire Council in a position of being unable to effectively undertake its statutory responsibilities and functions under the Gambling Act 2005.

Risks that may arise if the proposed decision and related work is not taken

20. The Council would be in breach of its duties to prepare and publish a Gambling Statement of Principles in relation to the exercise of its functions under the Gambling Act 2005. The Council could be criticised and there would be a potential reputational risk to the Council.

Financial Implications

21. There are no additional financial implications of the proposals contained within this report.

Legal Implications

22. As stated, the Council is required under the Gambling Act 2005, to prepare and publish a Gambling Statement of Principles in relation to the exercise of its functions under the Gambling Act 2005. Once adopted, the Statement must be regularly reviewed and is a material consideration to be taken into account when the Council is exercising any of its functions under the Gambling Act 2005. When preparing its Statement, the Council is required to consult the Police, Persons representing Gambling businesses and Persons representing the interests of the people likely to be affected by Gambling. In accordance with the Gambling Act 2005 and the Council's constitution, the Gambling Statement of Principles must be approved by Council.
23. The Licensing Authority is a high-profile regulatory service important for protecting the public but also for ensuring the balance between development of the leisure industry and economic viability and the protection of communication. The fair

application of licensing functions is critical for the reputation of the Council and for building trust and confidence in its service provision.

Conclusions

24. The adoption of a revised Gambling Statement of Principles by 1st January 2022 is a statutory requirement.

Proposal

25. That Council approves the Gambling Statement of Principles (2022 - 2024) under Gambling Act 2005 (Appendix 1) to come into effect from 1st January 2022.

Jessica Gibbons

Director - Communities & Neighbourhoods

Report Author: Linda Holland, Licensing Manager Public Protection
4 October 2021

Background Papers

- Gambling Act 2005
- Gambling Commissions Guidance to Local Authorities 5th Edition (in consultation)
- Wiltshire Council's Current Gambling Statement of Principles

Appendix 1 - Wiltshire Council Gambling Statement of Principles (2022 – 2024)

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Wiltshire Council

Gambling Act 2005

Statement of Principles

2022 - 2024

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1.0 Introduction

Wiltshire is a predominantly rural county with a population of approximately 483,100, situated in the Southwest of England. Wiltshire council is made up of 18 area boards and has 98 Elected Officials.

Although centrally divided by the large expanse of Salisbury Plain there are highly populated areas such as Salisbury, Chippenham and Trowbridge contrasting the many hamlets and villages spread across the county.

Wiltshire is a county with 44% of it being made up of areas of outstanding beauty. It is home to world renowned cultural and heritage destinations such as Stonehenge and Avebury Stone Circle as well as a number of National Trust properties and other important stately and country homes. It is also home to internationally established World of Music Arts and Dance Festival (WOMAD) along with a number of other long established festivals.

There are currently 38 Licensed Gambling Premises in Wiltshire comprising of: five Adult Gaming Centres, 29 Betting Shops, a Bingo Hall, and Salisbury Racecourse. There are also two Unlicensed Family Entertainment Centres and a number of premises who hold Permits for Gaming Machines.



2.0 Overview

The Gambling Act 2005 provides the regime for the licensing and regulation of commercial gambling in the UK. It is intended to regulate the provisions for gambling and the use of premises for gambling.

The Act defines three types of gambling;

- Gaming,
- Betting, and
- Promoting a lottery.

A variety of licences and permits allow for these gambling activities to take place.

The task of granting these is shared between the Gambling Commission and Licensing Authorities. The Gambling Commission approves the operating and personal licences; the Licensing Authorities approve the premises licences and other permissions.

It should be noted that it falls to the Gambling Commission to licence remote gambling, via operating licences.

When carrying out its responsibilities in relation to the Gambling Act 2005, this Licensing Authority will always take into account the three licensing objectives;

- preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime,
- ensuring that the gambling is conducted in a fair and open way, and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

Wiltshire Council Licensing Officers recognise the potential impact that gambling could have on the communities of Wiltshire and will seek to maintain safe environments for the communities of Wiltshire. We will work closely with Partner Agencies, Premises Licence Operators /Holders to not only assist with the growing local economy but to also ensure that together we do all we can to protect vulnerable persons from harm.

2.1 Statement of Gambling Principles

This Licensing Authority's approach to exercising its functions under the Gambling Act 2005 is set out in this 'Gambling Statement of Principles'.

It is a requirement of the Gambling Act 2005 to publish and consult on a statement of the principles which we propose to apply when exercising our functions. This policy statement will remain responsive to emerging risks and can be reviewed at any time prior to the statutory three year deadline.

In reviewing this Statement of Principles all necessary bodies and relevant stakeholders were consulted. The consultation process was conducted between July and August by way of direct communication to those identified and also via publication

on Wiltshire Council's website. A list of those consulted is available from this Licensing Authority on request.

It should be noted that this statement of principles does not override the right of appropriate persons to make an application, make representations about an application, or apply for a review of a licence, in accordance with the statutory requirements of the Gambling Act 2005.

2.2 Licensing Authority Functions

The functions, under the Gambling Act 2005, will be carried out by the Licensing Committee, the Licensing Sub-Committee, and/or Officers acting under the delegated authority of Wiltshire Council.

Licensing Authorities are required under the Gambling Act 2005 to:-

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences;
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines;
- Regulate Members' Clubs and Miners' Welfare Institutes who wish to undertake certain gaming activities by issuing Club Gaming Permits and/or Club Machine Permits;
- Issue Club Machine Permits to Commercial Clubs;
- Grant Permits for the use of certain lower stake gaming machines at Unlicensed Family Entertainment Centres;
- Issue Prize Gaming Permits;
- Register Small Society Lotteries below prescribed thresholds;
- Receive notifications from Alcohol Licensed Premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- Receive and Endorse Temporary Use Notices;
- Receive Occasional Use Notices;
- Issue Provisional Statements;
- Provide information to the Gambling Commission regarding details of licences issued;
- Maintain registers of the permits and licences that are issued under these functions.

When regulating gambling within Wiltshire, the Licensing Authority will take into consideration the interests of the public, guidance from the Gambling Commission and the three licensing objectives; but will not take into account demand, need or moral objections for gambling when considering applications submitted. The premises location, layout and size are factors that will be considered, along with the style of the operation.

2.3 Delegated Powers

Wiltshire Council Licensing Officers will be responsible for issuing licences and permits for applications where no representations were received; and when representations were received but it was agreed upon by all parties that it would be unnecessary for a hearing to take place.

Wiltshire Council Licensing Officers will also be responsible for determining whether a Licensing Sub-Committee is needed to decide upon applications and reviews of premises licences or permits when representations have been received. For those instances where representations have been made by an Interested Party and/or a Responsible Authority a hearing will be arranged and a Licensing Sub-Committee will sit to determine the outcome of the application.

The Licensing Sub-Committee will be made up of three Councillors from the Licensing Committee. Councillors from the same area as the application will not be able to sit on that Licensing Sub-Committee for that hearing.

For the full table of Delegated Powers see Appendix A.

2.4 Exchange of Information

Wiltshire Council Licensing Authority will act in accordance with the provisions of the Gambling Act 2005 in relation to the exchange of information; it will also ensure that the Data Protection Act 2018 is not contravened.

As permitted in the Gambling Act 2005, this Licensing Authority will work closely with and share information with Wiltshire Police, HM Revenues and Customs, the Secretary of State and other Enforcement Officers.

Those wishing to make a representation will be informed that their details will be forwarded to the Applicants, in accordance with the Local Government Act 1972 and the Freedom of Information Act 2000, in order to allow negotiation between the parties. If a hearing is held it should be noted that their details will form part of the public document.

2.5 Declaration

In producing the final Statement of Gambling Principles, Wiltshire Council Licensing Authority declares that it has considered the licensing objectives of the Gambling Act 2005, guidance issued by the Gambling Commission and any responses from those consulted.

3.0 Licensing Objectives and Social Responsibility

This Licensing Authority will have regard to the licensing objectives as set out in the Gambling Act 2005 when exercising our functions.

The licensing objectives are:-

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime,
- Ensuring that gambling is conducted in a fair and open way, and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

There is an expectation that gambling operators work together with this Licensing Authority to ensure compliance with the licensing objectives. If an Operator fails to satisfy the Licensing Authority that risks are sufficiently mitigated, it may be considered appropriate for there to be a review.

An individual is responsible for their own gambling; however this Licensing Authority wishes to stress that although it acknowledges this, it also recognises that the Applicant/Operator has a “duty of care” to patrons.

3.1 Preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime

The Gambling Commission will take the lead role in the prevention of gambling being a source of crime. The Gambling Commission are responsible for ensuring the suitability of an operator before issuing an operating licence.

If this Licensing Authority becomes aware of any information whilst carrying out its delegated functions, which could question the appropriateness of an applicant, it will ensure that this information is shared with the Gambling Commission.

The location of a premises will be given great consideration by this Licensing Authority when looking at promoting this licensing objective. If there are concerns over a premises location, due to problems with disorder or high crime levels for example; in order to prevent that premises from becoming a source of crime, this Licensing Authority will consider whether additional conditions should be attached to the licence. While determining the additional conditions consideration will be given to the operator’s own risk assessment and/or the local area profile for that area.

If this Licensing Authority feels that the operator of any given premises is not doing all they could or should do to prevent persistent or serious disorder in the vicinity of their premises, it will bring it to the attention of the Gambling Commission.

3.1.1 Money Laundering

Money laundering in the gambling sector takes two main forms:

- Exchanging money acquired criminally for money that appears to be legitimate or 'clean' by gambling on low risk outcomes.
- The use of criminal proceeds to fund gambling as a leisure activity (so called criminal or 'lifestyle' spend).

It is expected that all Gambling Premises are aware of risk factors in relation to this activity, for example to be mindful of a pattern of increasing spending, the spending being inconsistent with the apparent source of income or unusual patterns of play and have procedures in place to comply with The Proceeds of Crime Act 2002 and other relevant legislation.

3.2 Ensuring the gambling is conducted in a fair and open way

The Gambling Commission is primarily responsible for ensuring that not only is gambling fair in the way it is played, but also that the rules are transparent to players and they know what to expect. It achieves this by working to ensure that:-

- Operating and Personal Licences are issued only to those who are suitable to offer gambling facilities or work in the industry;
- easily understandable information is made available by Operators to players about, for example, the rules of the game, the probability of losing or winning, and the terms and conditions on which business is conducted;
- the rules are fair;
- advertising is not misleading;
- the results of events and competitions on which commercial gambling takes place are made public;
- machines, equipment and software used to produce the outcome of games meet standards set by the Gambling Commission and operate as advertised.

This Licensing Authority does not deal with issues related to fairness and openness frequently. This is due to the fact that they are usually matters concerning the management of the gambling business (and therefore subject to the operating licence), or the suitability and actions of an individual (and therefore subject to a personal licence). These permissions both fall within the remit of the Gambling Commission.

This will differ with Tracks, as Track Owners will not necessarily hold an operating licence, therefore this Licensing Authority will adopt a different role.

If this Licensing Authority suspected that a gambling activity in Wiltshire was/is not being conducted in a fair and open way, the information regarding the concern will be brought to the attention of the Gambling Commission.

3.3 Protecting children and other vulnerable persons from being harmed or exploited by gambling

The Gambling Act 2005 is intended to ensure that children and vulnerable persons should not be allowed to gamble and should be prohibited from entering those gambling premises which are adult-only environments.

This licensing objective refers to protecting children from being ‘harmed or exploited by gambling’; meaning that they should be prevented from taking part in gambling and for there to be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children, with the exception of Category D gaming machines. The ability of the licence holder to ensure supervision of the premises, in particular the use of the machines is considered of great importance to this Licensing Authority.

The Gambling Commission does not seek to disallow particular groups of adults from gambling in the same way that it does children, therefore the Gambling Commission has not sought to define ‘vulnerable persons’, but it does for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to mental health needs, learning disability or substance misuse relating to alcohol or drugs.

This Licensing Authority will consider, on a case by case basis, whether any further unique considerations are required in relation to protecting vulnerable persons at a particular premises. These will be balanced against the aim to permit the use of premises for gambling.

While carrying out its delegated functions this Licensing Authority will look at the physical attributes of a premises, to ensure that these do not inhibit the Operators ability to comply with this licensing objective. An Applicant/Operator may be requested by this Licensing Authority to make changes to their premises (structure or layout), or put in place additional measures to mitigate the perceived risks. This Licensing Authority will ensure that any changes contemplated are proportionate.

3.3.1 Gambling and Public Health

Gambling is now becoming recognised as a public health concern. A recent report, Wardle, Reith, Best, McDaid and Platt (2018) *Measuring gambling-related harms, A framework for action*, has sought to define the harms of gambling, highlight the areas of concern and determine the cost it has to society. As stated in the report “having a better understanding of the social costs of harms would allow more detailed assessment of the scale of (public) resources needed to reduce harms”.

They propose a definition;

“Gambling-related harms are the adverse impacts from gambling on the health and wellbeing of individuals, families, communities and society.

These harms are diverse, affecting resources, relationships and health, and may reflect an interplay between individual, family and community processes. The harmful effects from gambling may be short-lived but can persist, having longer-term and enduring consequences that can exacerbate existing inequalities.”

Although Public Health are not currently a Responsible Authority for the Gambling Act 2005, this Licensing Authority will consult with the Public Health Team within Wiltshire Council when considering risks associated with gambling within the local communities. There is an expectation that all gambling premises within Wiltshire do all they can to manage their social responsibility commitments in protecting patrons from harm.

3.4 Social Responsibility

Wiltshire Council Licensing Authority is committed to ensuring that all gambling facilities offered within the county are delivered with full commitment to social responsibility and public protection.

It will take particular regard to the below points, when looking at whether a premises is being socially responsible when providing gambling facilities:

- The way the premises manages the prevention of underage gambling and supervises its patrons in the use of the gambling facilities;
- Supporting those who wish to self-exclude, including the potential use of the Multi Operator Self Exclusion Scheme, and providing suitable problem gambling materials;
- Premises having meaningful customer interactions with all customers and recording the incidents of this;
- Having a robust local area risk assessment that staff are aware of and that is reviewed on a regular basis;
- Staff receiving training on social responsibility ensuring the importance is understood.

Wiltshire Council is aware that Child Sexual Exploitation (CSE) and Grooming are becoming more evident in today’s society. It is the expectation of the Licensing Authority that gambling premises staff are mindful when promoting the third licensing objective and raise or share any concerns to ensure that we are doing all we can to protect the vulnerable in our community.

4.0 Local Area Risk Assessment

All Gambling Operators were required to complete a local area risk assessment for their premises from April 2016. Under the Gambling Commission's Social Responsibility Code, Gambling Operators will need to take into consideration of the likely harm their premises could have to the local community. They will need to consider that in relation to the licensing objectives.

See Appendix C for guidance on this Licensing Authorities expectation on how a local area risk assessment should be completed.

4.1 Risk Assessment Triggers and Reviews of Assessment

During the lifetime of a gambling premises there will be times when the risk assessment needs to be reviewed and amended following the initial risk assessment. It is this Licensing Authority's expectation that the Gambling Operator conducts a review at regular intervals or following certain prompts, such as; a variation of a premises licence, when a significant change has occurred in the local area, when the Licensee has made a significant change to the premises that would impact the risk the premises could pose or that may vary the management of those risks. A significant change could be a temporary change however despite the temporary nature of the change the risk assessment would need to be amended accordingly. This Licensing Authority may also request a review of a risk assessment if it is felt necessary.

This Licensing Authority will not request an up to date risk assessment each time it is reviewed by the operator however it would considered it best practice if the operator shared their risk assessment if asked.

The risk assessment provided by the Gambling Operator should clearly state the present areas of concern at the premises and the measures introduced to counteract these. If completed diligently and comprehensively, this will assist both the premises and this Licensing Authority by reducing the concerns that we may have with a premises.

4.2 New/Variation of a Premises Licence

When a New or a Variation of a Premises Licence application is submitted a local area risk assessment must be provided with the application.

4.3 Significant changes in local circumstances

Changes occur in the local area regularly, this Licensing Authority would consider the following to be significant changes in local circumstances (this list is not exhaustive):

- Any building developments or conversions in the local area that would change the number of people visiting the area and the makeup of those people.
- Any increase or decrease in Military accommodation, facilities or training centres.

- Any educational facilities in the area or the building of new facilities whether it be a significant extension or conversion of a current school/college etc. or a new build.
- Any changes to the local provisions of public transport;
 - Changes to timings of buses or train services for example services going later into the evening;
 - Changes to the type of services in the area for example school bus stop being moved in closer proximity to gambling premises.
 - Any changes to the location of taxi ranks in the area.
 - Road diversions which involve the re direction of traffic.
- Other gambling premises in the area or new gambling premises seeking permission to open in an area.
- Any current pawn brokers or pay day loan businesses in the area or the opening of a new facility.
- Any facilities for vulnerable groups or the development of facilities for vulnerable groups in close proximity to a gambling premises.

4.4 Significant changes to the premises

It is highly likely that cosmetic improvements will take place throughout the lifespan of a premises, it would be up to the Gambling Operator to decide whether these changes would be classed as significant.

The following would be considered by this Licensing Authority as significant changes to a premises, some of which could result in the need for a variation to the premises licence (this list is not exhaustive):

- A refurbishment of a premises or building works in a premises that would result in the relocation of facilities.
- A change to the entrances or exits of a premises;
 - Location of the entrances or exits,
 - Change in the direction the doors open,
 - Change in the way round the doors are used i.e. a swap of an entrance to become an exit or vice versa.
 - Change in the material used to make the door.
- A change to the internal policies or procedures of the operator which could result in the need to amendments of control measures and/or staff retraining.
- A change to the levels of staff in the premises or the opening times of the premises.
- An application for a premises licence under the Licensing Act 2003 to increase the activities at a premises for example a licence for the sale of alcohol or adult entertainment at the premises.
- A difference in the gambling facilities that are available at a premises;
 - Increase or decrease in self-service machines,
 - The use of hand held gaming devices,
 - Different category of gaming machines.
- The transfer of a licence to a different gambling operator, consideration will be required in relation to the policies and procedures of the new operator.

4.5 Local area risk factors

It is essential for this Licensing Authority that the Gambling Operator understands their local area and the makeup of those who frequent it. The sphere of influence of the premises also needs to be considered when looking at the risk assessment as this could increase what is meant by local area.

The list below shows some examples the Operator that may wish to consider (this list is not exhaustive):

- Makeup of the local area surrounding the gambling premises;
 - Residential/Commercial,
 - Other Gambling Operators in the area,
 - Large scale events held in the area that could increase the number of people or vary the makeup of population for a time.
- Demographic of population;
 - Residents/Workers/Visitors/Professionals/Families/Young or Ageing population,
 - Socio-economic make-up of the area.
- Facilities in the local area;
 - Transport and parking facilities i.e. bus stops, taxi ranks, train station,
 - Educational/Community buildings,
 - Hospitals/Mental Health Facilities,
 - Job Centres,
 - Children's Homes or Care facilities,
 - Specialised housing for vulnerable people,
 - Gambling addiction support facilities/ Alcohol or Drug support facilities,
 - Hostels or support services for the homeless,
 - Pawn brokers or pay day loan businesses,
 - The area is frequented by children or young people at varying times of day.
 - Presence of rough sleepers.
 - Unemployment rates for the area and within a certain age group.
 - Type and rates of crime in the area that could impact the premises.
 - High number of people who have self-excluded themselves from other gambling premises.

4.6 Gambling operational risks

The risks associated with the Gambling Operation relate to the policies and procedures the business has in place. These should take into consideration all relevant legislation and guidance. Due to the potential generic nature of such documents, this Licensing Authority considers it important that these risks are looked at on an individual premises basis.

The list below shows some examples that this Licensing Authority would wish the Operator to consider (this list is not exhaustive):

- Hours of operation for a premises - possible impact in the night time economy,
- Number of staff employed at a premises at any one time/lone working policy,

- Training provided to staff,
- The operation of the gambling business;
 - Policies and Procedures,
 - Use of account/loyalty cards,
 - Support provided to customers, any intervention programmes,
 - Security provision in place at the premises,
- What local advertising will take place for the premises,
- What products and facilities the premises are going to provide for gambling.

4.7 Premises design risks

The design of a Premises can assist greatly in the Operators' ability to manage identified local risks. Lack of planning in layout and design can actually result in an increase in risks at a premises.

4.7.1 Interior design risks

Depending upon the type of gambling premises and the facilities on offer this Licensing Authority believes that the internal layout of the premises is a very important factor to consider. A simple design of the internal area can lessen a number of risks and offer the premises vital opportunities to better manage their business.

The list below shows some examples the Operator that may wish to consider (this list is not exhaustive):

- Position of internal CCTV cameras, the length of which recordings are kept.
- Use of mirrors in a premises to be able to view all areas of the premises and around obstructions, such as support pillars, machines or advertising screens.
- Positioning of gaming activities in the premises.
- The segregation of different gambling activities in the premises.
- Design of premises to allow gaming machines to be in line of sight of staff.
- Location of the staff area where money is taken for gambling activities.
- Distances between gambling facilities within a premises.
- Number of and locations of Cash Machines.
- The location of information displayed in the premises by the Operator.
- The location and use of marketing materials within the premises.
- Fixtures and fittings used in the premises.

4.7.2 Exterior design risks

The external area of a premises can offer the Operator valuable advertising therefore the design and frontage of the premises needs to be taken into consideration for this risk assessment. This Licensing Authority would wish the Operator to have particular regard to the licensing objectives when determining the risks related to the exterior of the premises.

The list below shows some examples the Operator that may wish to consider (this list is not exhaustive):

- Use of glass in the shop frontage,
- Use of shutters on the entrances/exits or window frontage,
- Use of external CCTV cameras covering entrances/exits,
- Use of high quality CCTV to enable identification of banned persons.
- Use of CCTV or other aids i.e. mirrors
- Fitting screens or other materials to obscure the view from the street into the premises to prevent vulnerable persons having sight of the gambling activities,
- Use of advertising/marketing materials.

When undertaking any changes to the premises, the Operator may need to consult with Wiltshire Council's Planning Department to determine whether planning permission is required. Building Control may also need to be involved for structural alterations.

As with any changes that occur within a premises layout, all relevant risk assessments should be updated, for example Fire and Health and Safety.

4.8 Control measures

When risks are identified, control measures must be considered and put in place to lessen the potential impact the risk will have. The level of the risks identified will directly impact what type of control measures should be put in place; some risks may require a combination of systems, design and physical measures.

This Licensing Authority would request that a Gambling Operator ensures that staff are aware of the measures that are put in place and are trained adequately to guarantee compliance. Records may be kept by the Operator in relation to this as part of their due diligence defence.

4.8.1 Systems

When looking at systems as a control measure, reference is made to the policies and procedures established at the premises by the Gambling Operator. Some of the systems put in place will be specific to the company and therefore generic to all premises held by them, however others may be created purposely for an individual premises in order to alleviate the risks in that local area.

4.8.2 Design

It would be expected by this Licensing Authority that the design of a premises is thoroughly considered and changes made as necessary in order to mitigate potential risks; such changes could be the location of certain facilities such as gaming machines, cashier counters, positioning of cameras and general layout.

4.8.3 Physical

This Licensing Authority would wish an Operator to consider physical measures to address an identified risk factor, these could be;

- Intruder/Panic Alarm System
- CCTV cameras/Mirrors
- Window and Door Shutters or Security Doors
- Safes with time locks
- UV lights in toilets
- Lighting in all areas of premises (not to allow any dark corners).

4.8.4 Licence conditions

As New or Variation Premises Licence Applications require a local risk assessment to be submitted as part of the application, any control measures stated within the risk assessments may form part of the conditions on a gambling licence.

4.9 Local Area Profile

Wiltshire Council Licensing Authority can provide a profile of the local area to a Gambling Operator upon written request within 28 days.

The profile will include a map of the area with key features in the immediate vicinity will be marked out, for example; hospitals, GP surgeries, schools and higher education buildings, supported accommodation, food banks, job centres and pawn brokers. Any concerns that this Authority has in an area will be clearly stated and the level of risk each possess will be shared with the Gambling Operator.

An example of this can be found as Appendix D.

5.0 Types of Premises

The definitions of premises are correct at the time of publishing this document.

5.1 Adult Gaming Centres (AGC)

An Adult Gaming Centre (AGC) is a gambling premises, for those over the age of 18, that makes available gaming machines of Category B, C and D.

For this Licensing Authority to accept an application for an AGC, the Operator must already hold a “Gaming Machines General Operating Licence (Adult Gaming Centre)” with the Gambling Commission.

This Licensing Authority will need to be satisfied that there will be sufficient measures to meet the licensing objectives and comply with all mandatory conditions and the Gambling Commission Codes of Practice. As no one under the age of 18 is permitted to enter an AGC, this Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling.

Where an AGC is located in a Motorway Service Station this Licensing Authority will pay particular attention to entry points and how an operator will control these entry points to safeguard children who are using the site and therefore may be able to gain access to gambling.

5.2 Betting Premises

The Gambling Act 2005 defines betting as the making or accepting of a bet on the outcome of a race, competition or other event or process. Whether this is for the likelihood of anything occurring or not occurring; or whether anything is or is not true. A transaction may still be a bet despite the fact the race, competition or event has already taken place and one party to the transaction knows the outcome.

The most common form of betting is ‘fixed odds betting’ whereby the customer bets a stake to win a fixed amount calculated by the odds available.

For this Authority to accept an application for betting premises, the operator must already hold the appropriate operating licence with the Gambling Commission.

This Licensing Authority expects betting premises to have particular regard to social responsibility and the protection of children and vulnerable persons from harm, and that this is reflected in any application submitted to this Licensing Authority.

5.2.1. Gaming Machines

Betting Premises are permitted to have a total of four gaming machines available for use. These can be Category B2, B3, B4, C or D; the total number can either be all the same category or a mixture of categories.

5.2.2. Self Service Betting Terminals (SSBTs)

Under the Gambling Act 2005 a machine is not a gaming machine if it is designed or adapted for use to bet on future real events. These SSBTs are often made available in Betting Premises as a substitute for placing a bet, on live events, over the counter. As SSBTs merely automate the process that can be conducted in person the Gambling Act 2005 exempts them from regulation as a gaming machine, they therefore do not count towards the number of gaming machines a premises is allowed, they also do not have to comply with any stake or prize limits.

As stated in Section 181 of the Gambling Act 2005 Licensing Authorities have the power to restrict the number of SSBTs, their nature and the circumstances in which they are made available in a premises by attaching a condition to the Licence.

This Licensing Authority will exercise this power if it was felt that the premises was not able to demonstrate that it was promoting the Licensing Objectives namely the protection of children and vulnerable persons or acting in accordance with the social responsibility codes.

5.3 Bingo

Bingo does not have a statutory definition in the Gambling Act 2005, however there are two types of bingo most frequently played, cash bingo and prize bingo.

5.3.1. Children and Young Persons

If the Licence Holder allows, children and young persons are permitted into Bingo Premises; however they are not permitted to take part in Bingo or play on category B or C machines.

Anyone under the age of 18 years old cannot be employed in providing any facilities for gambling on a Bingo Premises. However, young persons, aged 16 and 17, may be employed in Bingo Premises (while bingo is being played), provided the activities on which they are employed are not connected with the gaming or gaming machines.

5.3.2. Gaming Machines

A Premises Licence granted for a Bingo Premises will permit the holder to make available for use a number of Category B3/B4 machines equal to 20% of the total number of machines available for use. There is no limit on the number of Category C and D machines that can be made available.

As stated above, if the Licence Holder permits children and young persons into the premises and Category B or C machines are made available for use, this Licensing Authority will require that the premises does the following;

- the category C and/or B machines must be separated from the rest of the premises by a physical barrier which is effective to prevent access, other than through a designated entrance;
- access to the area where the machines are located is supervised at all times;
- arranged so that the area can be observed by persons responsible for supervision, or CCTV which is monitored;

- the gaming machines area must also have a notice at the entrance stating that no person under the age of 18 years is permitted to enter the area.

5.4 Casinos

This Licensing Authority has not passed a resolution not to issue Casino Licences under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this Licensing Authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution. Any such decision will be made by the Full Council.

5.5 Licensed Family Entertainment Centres

The Gambling Act puts Family Entertainment Centres (FECs) into two classes; Licenced and Unlicensed. Unlicensed Family Entertainment Centres are covered by a permit (See Permit Section for further details).

A licensed FEC is classified as ‘premises’ and only premises that are wholly or mainly used for making gaming machines available may hold an FEC premises licence.

The Gambling Commission considers that it is not permissible for gaming machines which should be contained within the FEC premises, to be located in corridors and walkways which form part of the larger building. As a result, it is generally not permissible for such premises to correspond to an entire shopping centre, airport, and motorway service stations or similar, as this exposes young people to ambient gambling that the Act was designed to prevent.

For this Licensing Authority to accept an application for an FEC, the Operator must already hold a “Gaming Machine General Operating Licence (Family Entertainment Centre)” with the Gambling Commission.

A Premises Licence granted for a Licensed FEC will permit the holder to make available for use any number of category C and D machines.

If category C gaming machines are made available for use on the premises of an FEC then the gaming machines must be;

- separated from the rest of the premises by a physical barrier to prevent access other than via an entrance designed to be the entrance,
- supervised at all times to ensure children or young persons do not enter the area, and/or,
- arrange so that the area can be observed by persons responsible for supervision, or CCTV which is monitored.

This Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas. Clear separation between machines is needed in licensed FECs to make certain that children are not permitted access to Category C machines.

There is an expectation from this Licensing Authority that all applicants of an FEC will demonstrate that they can promote the licensing objectives and comply with the Codes

of Practice issued by the Gambling Commission as well as all relevant mandatory conditions.

5.6 Tracks

The Gambling Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place. The Act does not give a list of premises that are officially recognised as 'tracks' but there are a number of venues where sporting events do or could take place, and accordingly could accommodate the provision of betting facilities. Examples of tracks include:

- a horse racecourse
- a greyhound track
- a point-to-point horse race meeting
- football, cricket and rugby grounds
- an athletics stadium
- a golf course
- venues hosting darts, bowls, or snooker tournaments
- a premises staging boxing matches
- a section of river hosting a fishing competition
- a motor racing event.

This Licensing Authority is aware that tracks differ greatly from other premises and may be subject to one or more Premises Licence. The Track Operator themselves may not be required to hold an Operating Licence, this may be due to the fact that the individual bookmakers at the track will be required to hold their own Operating Licences.

This Licensing Authority will especially consider the impact upon the protection of children and vulnerable persons from being harmed or exploited by gambling. It is noted that children will be permitted to enter track areas where facilities for betting are provided on days when dog racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided. It is therefore expected that the premises licence applicant demonstrates suitable measures to ensure that children do not have access to adult-only gaming facilities. The need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

The individual applicant will need to be mindful when applying for a licence of offering measures to meet and promote the licensing objectives. This list is not exhaustive, and is merely indicative of example measures:-

- Proof of age schemes;
- CCTV or Notices/Signage;
- Location and supervision of entrances/machine areas;
- Physical separation of areas;
- Specific opening hours;
- Self-exclusion schemes;

- Provision of information leaflets/helpline numbers for organisations such as GamCare;
- Data sharing e.g. the number of self-exclusions and underage attempts to gamble;
- Operators actively participate in safety and security schemes such as Bet Watch.

It may be appropriate for the applicant to provide the following to support an application and to assist this Licensing Authority to fully understand the application they have submitted:-

- Proof that measures are in place to promote the third licensing objective and to guarantee compliance;
- Specify what proposals have been made to administrate betting (it would be recommended that specific areas are set aside for this function)
- Detailed plan of the track and grounds which identify;
 - any fixed betting facilities;
 - areas that will be specifically used by 'on course' operators on race days;
 - the location of any gaming machines;
 - any temporary structures that will offer betting facilities;
 - mobile betting facilities and other proposed gambling facilities that are not already marked.

Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

5.6.1. Gaming Machines

The presence of a Premises Licence on a track does not provide automatic entitlement for gaming machines. This licence can be held without any corresponding Operators Licence. However track owners holding both a Track Premises Licence and a Commission Operators Licence – pool betting (in effect Dog tracks only) may site up to four gaming machines within categories B2 to D.

Some tracks qualify for an alcohol licence and therefore have automatic entitlement to two gaming machines category C to D.

Each application will be decided upon on a case by case basis, as due to the size and nature of a track premises there are significant problems with the potential abundance of machines that could be located. This Licensing Authority may look to moderate the number of machines or change the location of machines in order to meet the licensing objective which protects children from harm. Children are allowed to play Category D machines at tracks; however the location of any adult gaming machines throughout the track premises will need to guarantee that they are situated where children would be excluded.

6.0 Permits

The Gambling Act 2005 introduces a range of permits for gambling. Permits are required when premises provide a gambling facility but either the stakes and prizes are very low or gambling is not the main function of the premises. The permits regulate gambling and the use of gaming machines in a specific premises.

Licensing Authorities may only grant or reject an application for a permit and cannot impose or attach any conditions.

6.1 Alcohol Licensed Premises Gaming Machine Permits

Licensing Authorities may issue gaming machine permits for any number of category C or D machines in alcohol licensed premises. Where a permit authorises the making available of a specified number of gaming machines in particular premises, this will effectively replace, and not be in addition to, any automatic entitlement to two machines under section 282 of the Gambling Act 2005. This is covered in Section 7 of this document.

If a premises wishes to have more than 2 gaming machines, then it needs to apply for a permit. This Licensing Authority will consider each application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “such matters as they think relevant.” This Licensing Authority considers that “such matters” will be decided on a case by case basis, but generally there will be regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling.

This Licensing Authority has the expectation that the applicant will put sufficient measures in place to ensure that under 18 year olds do not have access to the adult only gaming machines.

In relation to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

In determining an application, this Licensing Authority will have regard to the licensing objectives. They may also take account of any other matters that are considered relevant to the application. It should also be noted that the holder of the permit must comply with the code of practice issued by the Gambling Commission about the location and operation of the machine.

The application does not require notification to the Gambling Commission or police before determination, however, this Licensing Authority will on occasion notify the Gambling Commission and Police should there be cause to do so.

The Licensing Authority may grant or refuse an application. In granting the application, it may vary the number and category of gaming machines authorised by the permit. It should be noted that this Licensing Authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached. When granted, the Licensing Authority will issue the permit as soon as possible after that.

When an application is going to be refused the applicant will be notified as soon as possible, setting out the reasons for refusal. This Licensing Authority will not refuse an

application, or grant it for a different number or category of machines, without notifying the applicant of the intention to do so and given the applicant an opportunity to make representations, orally, in writing, or both.

This Licensing Authority is able to cancel permits. It may only do so in specified circumstances which include if the premises are used wholly or mainly by children or young persons or if an offence under the Gambling Act 2005 has been committed. Before it cancels a permit this Licensing Authority will notify the holder, giving 21 days notice of the intention to cancel, consider any representations made by the holder, hold a hearing if requested, and comply with any other prescribed requirements relating to the procedure to be followed.

When this Licensing Authority cancels the permit, the cancellation does not take effect until the period for appealing against that decision has elapsed or, where an appeal is made, until the appeal is determined. A permit will also be cancelled by this Licensing Authority if the holder fails to pay the annual fee, unless failure is the result of an administrative error.

Where a person applies to this Licensing Authority to transfer the alcohol premises licence, they will also need to apply separately for the transfer of the gaming machine permit.

6.2 Club Gaming and Club Machine Permits

The Gambling Act 2005 creates a separate regime for gaming in clubs from that in other relevant alcohol licensed premises. It defines two types of club for the purposes of gaming:

- Members clubs (including Miners' Welfare Institutes) and;
- Commercial clubs

This is an important distinction in respect of the gaming that may take place.

The Gambling Commission Guidance states: "Members Clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A Members' Club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include Working Men's Clubs, branches of Royal British Legion and clubs with political affiliations."

A Commercial Club is a club established for commercial gain, whether or not they are actually making a commercial gain; for example these could be commercial snooker clubs or clubs established as private companies and clubs established for personal profit.

The Commission and the police may object to the permit being granted. If any valid objections are made, this Licensing Authority will hold a hearing (unless consent has been given to dispense with it).

Licensing Authorities may only grant or refuse a permit, but may not attach any conditions to a permit. This Licensing Authority will inform the applicant, the

Commission and the Police of the outcome of the application and of any objections made.

Licensing authorities may only refuse an application on the grounds that:

- a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied
- b) the applicant's premises are used wholly or mainly by children and/or young persons
- c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities
- d) a permit held by the applicant has been cancelled in the previous ten years
- e) an objection has been lodged by the Commission or the police.

If the authority is satisfied that (a) or (b) is the case, it must refuse the application.

If a premises already holds a Club Premises Certificate under the Licensing Act 2003 they may apply for Club Gaming and Club Machine permits under the fast-track procedure. Fast track means that there is no opportunity for the Gambling Commission or Police to object to the application and this Licensing Authority has reduced grounds upon which it could refuse the application.

The grounds on which an application under this process may be refused are that:

- a) the club is established primarily for gaming, other than gaming prescribed by regulations under section 266 of the Gambling Act 2005,
- b) in addition to the prescribed gaming, the applicant provides facilities for other gaming,
- c) a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

Unless a permit is surrendered or lapses or is renewed, it will have effect for ten years. However, a permit granted under the fast-track procedure does not expire, unless it ceases to have effect because it is surrendered, cancelled or forfeited, or it lapses. A permit will lapse if the holder of the permit stops being a club, or if it no longer qualifies under the fast-track system for a permit. This Licensing Authority will inform the Police and the Commission when a permit has been surrendered or lapsed.

Permits may be amended to meet changing circumstances. This Licensing Authority will only refuse a variation if on consideration of a completely new application it would refuse the permit.

This Licensing Authority will cancel the permit if it is found that:

- the premises are used wholly by children and/or young persons, or
- an offence or breach of a permit condition has been committed in the course of gaming activities by the permit holder.

Before cancelling a permit, the permit holder will be given at least 21 days' notice of the intention to cancel by this Licensing Authority and will consider any representations

that may be made. This Licensing Authority will hold a hearing if it is requested by the permit holder and will comply with any other procedural requirements set out in regulations.

If there is no appeal, the cancellation will take effect 21 days after notice of the intention to cancel was given. This Licensing Authority will notify the permit holder, the Commission and the police that the permit has been cancelled and the reasons for the cancellation.

Neither a club gaming permit nor club machine permit can be issued for a vessel or vehicle.

6.2.1 Club Gaming Permit

A Club Gaming Permit is available to members' clubs but not commercial clubs. It allows the club to offer equal chance gaming, games of chance and up to three gaming machines in total of categories B3A, B4, C or D, only one machine can be of category B3A.

When applying for a club gaming permit (without the fast track process), the club must provide considerable evidence to this Licensing Authority of activities other than gaming taking place in order to prove that it meets the requirements of a Club under the Gambling Act 2005.

This Licensing Authority expects that holders of club gaming permits comply with the statutory conditions having regard to the code of practice concerning the location and operation of gaming machines to ensure that no child uses a category B or C machine on the premises.

A Licensing Officer may visit the premises if necessary before granting the permit in order to better understand how the club will operate.

6.2.2 Club Machine Permit

A Club Machine Permit is available to members' clubs and commercial clubs. It allows the club to offer equal chance gaming and up to three gaming machines in total of categories B3A, B4, C or D, only one machine can be of category B3A (B3A not permitted for commercial clubs).

This Licensing Authority will need to be satisfied that the gaming on offer meets the conditions set out in the Gambling Act 2005 and the relevant regulations;

- participation fees must be within the limits prescribed in the regulations,
- prizes must be within the limits prescribed in the regulations.

Club Machine Permit Holders need to comply with the code of practice issued by the Gambling Commission in relation to the location and operation of machines.

6.3 Prize Gaming Permits

Gaming is defined in the Gambling Act 2005 as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming.

An application for a permit can only be made by a person who occupies or plans to occupy the relevant premises and if the applicant is an individual, he must be aged 18 or over. An application for a permit cannot be made if a premises licence or club gaming permit is in effect for the same premises.

This Licensing Authority will require an applicant to set out the types of gaming that they are intending to offer and demonstrate that they understand the limits to stakes and prizes that are set out in regulations and the gaming offered is within the law.

Further information may be sought from an applicant who applies for a prize gaming permit, such as:-

- the location of the machines along with any notices that may be positioned throughout the premises on a scaled plan;
- age verification scheme;
- confirmation that Fire Safety and Health and Safety legislation has been complied with by the applicant;
- information regarding opening times for the premises;
- details of number of staff employed;
- evidence of public liability insurance documents;
- other policies or procedures in place to promote safeguarding of children and vulnerable persons from harm;
- commitment to enable data sharing e.g. the number of self-exclusions and underage attempts to gamble.

This Licensing Authority can grant or refuse an application for a permit, but cannot add conditions. The permit may only be granted if the Police have been consulted on the application, as the Police may wish to object to the application.

In making its decision on an application for this permit this Licensing Authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission Guidance.

Relevant considerations would include the suitability of the applicant in terms of any convictions that they may have that would make them unsuitable to operate prize gaming; and the suitability of the premises in relation to their location and any issues concerning disorder.

If a permit is granted, the Licensing Authority will issue it as soon as is reasonably practicable. The permit will have effect for ten years, unless it ceases to have effect, lapses or is renewed. The permit may also cease to have effect if it is surrendered by the holder.

This Licensing Authority will not refuse an application until notification has been given to the applicant of the intention to refuse and the reasons for it, and they have been given the opportunity to make representations orally or in writing or both.

If the permit holder is convicted of a relevant offence under the Gambling Act 2005, the court may order the forfeiture of the permit. The court must notify the licensing authority that it has made a forfeiture order as soon as is reasonably practicable after making the order.

6.4 Unlicensed Family Entertainment Centre

Unlicensed Family Entertainment Centres (uFEC) are able to offer any number of category D machines. UFECs are premises which are 'wholly or mainly' used for making gaming machines available a permit cannot therefore be granted for an entire shopping centre for example. Permits cannot be issued in respect of vessels or vehicles.

An application for a permit can only be made by a person who occupies or plans to occupy the premises; if the applicant is an individual, he or she must be aged 18 or over, also applications for a permit cannot be made if a premises licence is in effect for the same premises.

Due to the nature of uFECs and their appeal to children and young persons, this Licensing Authority will give consideration to the suitability of the applicant and what measures are being proposed to mitigate the risk associated with protecting children from being harmed or exploited by gambling.

As part of this it is expected that the applicant ensures that children do not have 'direct access' to adult premises and are not attracted to adult only areas. Although there is no definition of 'direct access' this Licensing Authority will consider what is appropriate on a case by case basis. It may consider the below as proportionate;

- Partitions should be permanently fixed between premises and should not be transparent;
- A gaming/skills with prizes machine or any other machine should not form the partition or any part of the partition;
- Minimum height for partitions should be 1.75 metres and a maximum of 0.15 metres from the floor.

The Licensing Authority may grant or refuse an application for a permit, but cannot add conditions.

When this Licensing Authority considers an application for an uFEC it shall have regard to the Gambling Act 2005 guidance and the licensing objectives. Further information may be sort from the applicant so that the Licensing Authority can be assured that they can demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in uFECs,
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act),
- that employees are trained to have a full understanding of the maximum stakes and prizes.

The additional information requested could include;

- the location of any cash machines and category D machines along with any notices that may be positioned throughout the premises on a scaled plan (1:100);
- information regarding the number of category D machines (space between machines needs to be considered for public safety);
- confirmation that applicants are aware of the limits of stakes and prizes that comply with the regulations and the law;
- proof of staff training that will be undertaken and records kept, covering how staff would deal with unsupervised young children being on the premises or children causing perceived problems on or around the premises or suspected truant school children on the premises;
- demonstrate that policies or procedures in place to promote safeguarding of children from harm, in this instance the harm does not refer solely to harm from gambling but also to include harm from any child protection issues;
- confirmation that Fire Safety and Health and Safety legislation has been complied with by the applicant;
- information regarding opening times for the premises and the appearance of the premises externally;
- details of the number of staff employed;
- evidence of public liability insurance documents,
- commitment to data sharing e.g. the number of self-exclusions etc.

An application for a permit may be granted only if this Licensing Authority is satisfied that the premises will be used as an uFEC, and if the Police have been consulted on the application. When a permit has been granted this Licensing Authority will issue it as soon as reasonably practical.

An application may be refused by this Licensing Authority if the applicant is unable to meet the requirements. If it is the intention of this Licensing Authority to refuse the application the applicant will be notified in writing setting out the reasons why. The applicant will be given opportunity to make representations orally or in writing or both. Applicants will have the right to appeal against this Licensing Authority's decision of refusal.

If the permit holder is convicted of a relevant offence the Court may order the forfeiture of the permit, in this instance the Court will inform this Licensing Authority of the forfeiture order.

This Licensing Authority will only refuse to renew a permit on the grounds that:

- an authorised local authority officer has been refused access to the premises without reasonable excuse,
- renewal would not be reasonably consistent with the licensing objectives.

This Licensing Authority will consult with the Police and will if applicable be made aware of any concerns that have arisen during the life of the permit.

7.0 Small Society Lotteries

A Lottery is a form of gambling that has three essential elements; a payment is required to participate; one or more prizes are awarded; and those prizes are awarded by chance. There are two categories that they can fall into; Licensed Lotteries that require an Operating Licence from the Gambling Commission and Exempt Lotteries which require registration with the Licensing Authority.

Small Society Lotteries are Lotteries promoted for the benefit of a Non-Commercial Society. Such Societies are organisations that have distinct aims and objectives for a Society to be Non-Commercial it needs to be established and conducted:-

- for a good cause;
- for the purpose of enabling participation in, or of supporting, sport, athletics, or a cultural activity; and
- for any other Non-Commercial purpose other than that of private gain.

When applicants apply to this Licensing Authority, they will need to inform the Licensing Authority the purpose in which the Society was originally established and the Society will need to declare that they represent a bona fide Non-Commercial Society and have no relevant convictions. Further information may be sought from a Society by this Licensing Authority.

An application will be refused by this Licensing Authority if:-

- an applicant has held an operating licence that has been revoked in the preceding 5 years;
- or they have applied for registration of an operating licence in the preceding 5 years that has been refused.

Applications may also be refused by this Licensing Authority if they are of the opinion that:-

- The applicant is not a Non-Commercial Society;
- A person who will or may be connected with the promotion of the Lottery has been convicted of a relevant offence; or
- Information provided in or with the application for registration is false or misleading.
- Previous lottery returns have not been provided as required.

When an application is going to be refused the Society will have an opportunity to make a representation against the decision. This Licensing Authority will notify the Society of the reasons for the refusal in writing.

This Licensing Authority will seek advice from the Gambling Commission if they are unsure about a refusal of an application.

If this Licensing Authority is of the opinion that the Lottery registration of a Society needs to be revoked, due to a reason that they would refuse the application if it were being made at the time, they will inform the Society in writing. They will outline the evidence that has led to the decision being reached to allow the Society the opportunity to make a representation.

This Licensing Authority will keep a register of all applications for Small Society Lotteries and will provide information to the Gambling Commission on all lotteries registered by the Licensing Authority.

8.0 Other types of Gambling

8.1 Notification of Gaming Machines

There is provision in the Gambling Act 2005 for premises licensed to sell alcohol for consumption ON the premises, to automatically have 2 gaming machines, of categories C and/or D. The Premises Licence Holder is required to notify the Licensing Authority by completing the requisite application form and paying the prescribed fee. A new notification needs to be submitted after every transfer of Premises Licence Holder.

The Designated Premises Supervisor is responsible for the supervision of gaming and there needs to be compliance with the Gambling Commissions code of practice.

This Licensing Authority will look to remove the automatic authorisation in respect of any particular premises if:-

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act 2005;
- the premises are mainly used for gaming; or
- an offence under the Gambling Act 2005 has been committed on the premises.

9.0 Temporary and Occasional Use Notices

9.1 Temporary Use Notices

It is an offence to provide facilities for gambling unless either the required permissions are in place, or an exemption applies. One such exemption is for the holder of an Operating Licence to notify a Temporary Use Notice (TUN) to the relevant licensing authority. This is not a permanent arrangement, but allows premises such as hotels, conference centres or sporting venues to be used temporarily for providing facilities for gambling. A TUN may also apply to a vessel, whether moored or moving. A TUN may not be given in respect of a vehicle.

A Temporary Use Notice permits the use of a Premises for gambling where there is no Premises Licence, but where a Gambling Operator wishes to use the premises temporarily for providing facilities for equal chance gaming, where the gaming is intended to produce a single overall winner. Such as;

- operate a casino,
- provide facilities for the playing of bingo,
- make a gaming machine available for use,
- provide other facilities for gaming, or
- provide facilities for betting (whether by making or accepting bets, by acting as a betting intermediary or by providing other facilities for the making or accepting of bets).

A TUN may only be granted to a person or company holding a relevant Operating Licence and there are a number of statutory limits as regards TUNs.

9.1.1 Meaning of premises

Section 218 of the Gambling Act 2005 refers to a 'set of premises' and provides that a set of premises is the subject of a Temporary Use Notice if 'any part' of the premises is the subject of a notice.

The maximum period by which a "set of premises" may be the subject of a Temporary Use Notice is 21 days within a period of 12 months. A set of premises may be the subject of more than one Temporary Use Notice in a period of twelve months provided the maximum aggregate for which the Temporary Use Notices have effect does not exceed 21 days.

In considering whether a place falls within the definition of 'a set of premises', this Licensing Authority will look at, amongst other things, the ownership/occupation and control of the premises.

9.1.2 Objections to TUNs

This Licensing Authority will be minded to object to a TUN if they feel that the Licensing Objectives would be undermined. If it is felt that Temporary Use Notices are resulting in allowing regular gambling to take place in a place that could be described as one set of premises, this Licensing Authority will object. Consideration will be taken as to whether the gambling should not take place, or only with modifications.

This Licensing Authority will ensure that such notices are considered without delay so that, where appropriate, the opportunity to lodge an objection is not missed.

If objections are received, this Licensing Authority will hold a hearing to listen to representations from the person who gave the TUN, all the objectors and any person who was entitled to receive a copy of the notice.

If this Licensing Authority considers that the TUN should not have effect, after a hearing has taken place or has been dispensed with, it will issue a counter-notice. This Licensing Authority will apply the same principles for issuing a counter notice as when determining premises licence applications.

If this Licensing Authority gives a counter-notice, it will give reasons for doing so and will copy the counter-notice to all those who received copies of the TUN. If this licensing authority decides not to issue a counter-notice, the TUN will take effect.

9.1.3 Endorsement of the notice

If no objections are made within 14 days of the date of the notice, the Licensing Authority must endorse the notice as valid and return it to the person who gave it.

The person who gives a TUN may notify the Licensing Authority that it is withdrawn at any time up to and during the time it has effect. In those circumstances the notice will have no effect, and any unelapsed period of time will not count towards the 21-day maximum for a TUN having effect on the premises.

The TUN needs to be prominently displayed at the premises when the gambling is taking place. It would be considered an offence not to produce the notice endorsed by the Licensing Authority when requested to do so by a Constable, an officer of HM Revenue and Customs, an Enforcement Officer, or an Authorised Local Authority Officer.

9.1.4 Maximum period

This Licensing Authority may issue a counter-notice which limits the number of days that the TUN comes into effect, bringing it within the 21-day limit. The applicant will be consulted if a counter notice is to be required in order to ensure that the restrictions being imposed do not result in an unworkable event or a failure to comply.

9.2 Occasional Use Notices (OUN)

Where there is betting on a Track, on eight or less days in a calendar year (1st January to 31st December), the Gambling Act 2005 allows this to be undertaken by an Occasional Use Notice instead of a Full Premises Licence.

9.2.1 Definition of a track

The Gambling Act 2005 defines a track as any premises on any part of which a race or other sporting event takes place, or is intended to take place. This means it is not restricted to just horse racecourses or dog tracks. They also do not need to be a permanent fixture, land only used temporarily can qualify provided that races or sporting events either do take place there or will take place there. Land that has a number of uses can also qualify for an OUN as long as one of those uses is for a track. The definition of what constitutes a track will be considered on a case by case basis by this Local Authority.

9.2.2 Use (and misuse) of OUNs

Occasional Use Notices are intended to be able to permit licensed Betting Operators, with permission from the Commission, to use tracks for conducting betting provided that the event upon which the betting is to take place is of a temporary, infrequent nature. The use of an OUN means that the track does not require a Betting Premises Licence. However, an OUN does not allow Betting Operators to provide gaming machines at the track. Non-commercial, fund raising race nights can be run as betting events at sporting venues under the authority of an OUN, whether or not the sporting event on which the bets are taken is held at that venue. The sporting event on which the bets are or will be taken also need not be taking place at the same time as the betting under the OUN.

9.3 Travelling Fairs

The Gambling Act 2005 defines a Travelling Fair as 'wholly or principally' providing amusements. A Travelling Fair may provide facilities for gambling via gaming machines without a Permit as long as it is purely an ancillary amusement.

An unlimited number of Category D machines are permitted however the higher Category B and C are not allowed. The machines must be sourced from a Gambling Commission licensed supplier and those working with the gaming machines at the Travelling Fair must be at least 18 years old.

A Travelling Fair cannot be on a site that has been used for fairs for more than 27 days. The statutory maximum of 27 days is per calendar year and not a 12 month period. It applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This Licensing Authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

9.3.1 Prize Gaming and Travelling Fairs

Travelling Fairs, under the Gambling Act 2005, are also able to provide equal chance gaming without a Permit as long as it is purely an ancillary amusement. Young Persons and Children may participate in equal chance gaming.

Conditions for Travelling Fairs offering equal chance gaming;

- the limits on participation fees must be complied with, as set out in regulations;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day;
- the game must be played and completed on the day the chances are allocated;
- the result of the game must be made public in the premises on the day that it is played;
- prize amounts must not exceed the amount set in the regulations if a money prize or the prescribed value if a non-monetary prize; and,
- the participation in the gaming must not entitle the player to take part in any other gambling.

This Licensing Authority will be responsible for making the following decisions in relation to Travelling Fairs;

- a) whether the statutory definition of a Travelling Fair is met,
- b) whether the gambling facilities provided at the fair are in fact an ancillary amusement,
- c) whether Category D machines and/or equal chance prize gaming without a Permit is to be made available for use at Travelling Fairs in this county.

10.0 Premises Licence Applications

The Gambling Act 2005 defines a premises as “any place”. It is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Areas of a building that are artificially or temporarily separate cannot be properly regarded as different premises.

This Licensing Authority will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Applicants should be aware that entrances and exits from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area.

10.1 Provisional Statements

Section 204 of the Gambling Act 2005 provides for a person to make an application to the Licensing Authority for a provisional statement in respect of premises that is:-

- Expected to be constructed
- Expected to be altered; or
- Expected to acquire a right to occupy

Provisional statements are dealt with in the same way as premises licence applications. Representations may be made by Responsible Authorities and Interested Parties, and there is a right to appeal.

An application for a provisional statement differs from an application for a premises licence in as much as those applying for a provisional statement do not have to fulfil the same criteria as those applying for a premises licence. In order to apply for a premises licence the applicant must hold or have applied for an Operating Licence from the Gambling Commission (except in the case of a track), and they must have the right to occupy the premises. These criteria do not have to be in place at the time of submitting a provisional statement application.

As a provisional statement can be applied for without the applicant having the right to occupy the premises this Licensing Authority will accept more than one provisional statement for a premises.

Once a provisional statement has been granted, this Licensing Authority will be restricted by what it will consider when the premises licence application is submitted for the same premises.

When a premises licence application is made following the grant of a provisional statement, no further representations from Responsible Authorities or Interested Parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant’s circumstances.

In addition, this Licensing Authority may refuse the provisional statements (or grant it on terms different to those attached to the provisional statement) only by reference to matters:-

- which could not have been raised by objectors at the provisional licence stage; or
- which, in this authority's opinion, reflect a change in the operator's circumstances;
- where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application. This must be a substantial change to the plan and this Licensing Authority will discuss any concerns they have with the applicant before making a decision.

10.2 New/Variation Applications

There is an expectation that the applicant offers their own suggestions for how they intend to promote the licensing objectives on their application. These may be used as conditions and placed on the licence if appropriate. This list is not exhaustive, and is merely indicative of example measures:-

- Proof of age schemes;
- CCTV;
- Supervision of entrances/machine areas;
- Physical separation of areas;
- Location of entry;
- Notices/signage;
- Specific opening hours;
- Self-exclusion schemes;
- Provision of information leaflets/helpline numbers for organisations such as GamCare;
- Data sharing e.g. the number of self-exclusions and underage attempts to gamble;
- Operators actively participate in safety and security schemes such as Bet Watch.

This Licensing Authority will take into the consideration the following factors when looking at premises licence applications, however they will be considered on a case by case basis:-

- Premises location including its immediacy to local schools; children's centres or centre's used by vulnerable persons; residential areas that have a high populations of children and vulnerable persons; and areas of deprivation where children and vulnerable persons reside;
- Premises layout and design;
- Installation of security features, such as CCTV or location of cash registers and safes;
- Staff training in all areas that are appropriate to the promotion of the licensing objectives;
- Policies and procedures for age verification;

- Possibility of crime and disorder associated with a licence being granted at a given premises;
- Local Area Risk Assessment for premises (came into force April 2016).

10.3 Fees

Licence fees are set within the prescribed maximum levels in accordance with 'The Gambling (Premises Licence) Fees (England and Wales) Regulations'. Fees for permits and other services will be as set by the Secretary of State.

Information concerning the fees charged by Wiltshire Council for premises licence applications, permits and other permissions will be made available to the public via Wiltshire Council's website – <http://www.wiltshire.gov.uk/licences-permits-gambling-fees-charges>.

In accordance with the Gambling Act 2005, failure of a premises to pay the prescribed fee will result in this Licensing Authority revoking the licence. In relation to permits, this Licensing Authority will cancel the permit if the Permit Holder fails to pay the annual fee due. This will not occur however, if the failure of payment is attributed to an administration error.

10.4 Conditions

This Licensing Authorities decisions regarding placing conditions onto an individual premises licence will be made on a case by case basis. Any conditions attached to licences will be:-

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

In a hearing, Wiltshire Council Licensing Committee may also consider it fitting to add further conditions to the licence that are proportionate to the application, each application being considered on its own merits. Licence conditions applied at a hearing will be tailored to the individual premises and activities and only those necessary to meet the licensing objectives will be applied.

10.5 Plans

This Licensing Authority is minded to take note of the Premises Licence and Provisional Statements Regulation 2007, Section 153 Guidance and the Commissions Codes of Practice when considering what it will accept in relation to a plan.

The Gambling Act 2005 states that a premises, except a track, needs to provide a plan that 'must show the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence'.

This Licensing Authority will require more information than this to be included on the plan so that it can make an informed decision on applications, the plan is a way for the applicant to demonstrate how they intend to meet the requirements and promote the licensing objectives, therefore applicants will be asked to provide further information or resubmit plans if they are felt to be insufficient.

It is expected that as well as what is required in the Regulations, the applicant may also include the locations of the following where appropriate (this list is not exhaustive);

- Counter and other staff areas;
- Gaming machines and the location of the different categories;
- Self-service machines;
- Cash machines;
- Toilets accessible to the Public;
- The position of gaming activities in the premises and any potential segregation between different types of gaming;
- Any obstructions i.e. pillars, advertising boards, machines etc.;
- Position of internal CCTV cameras/monitor or mirrors that may be used for line of sight;
- Any fixtures within the premises.

10.6 Door Supervision

Section 178 of the Gambling Act 2005 sets out a definition of 'door supervisor' and provides that where a person employed in such a role is required to hold a Licence issued by the Security Industry Authority (SIA), that requirement will have force as though it were a condition on the premises licence.

If this Licensing Authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access, for example, by children and young persons, then it may require that the entrances to the premises are controlled by a door supervisor. In this instance this Licensing Authority will impose a condition on the premises licence to this effect.

In relation to Casinos and Bingo Premises, contract staff that are to be employed as door supervisors will need to be licensed by the SIA. However, in house employees working as door supervisors are exempt from that requirement.

10.7 Representations

For a representation to be relevant it needs to relate to one of the three licensing objectives and be made by a Responsible Authority or Interested Party. Wiltshire Council Licensing Officers will make the decision as to whether representations received for applications are irrelevant, frivolous or vexatious.

Representations made in relation to demand or competition will not be accepted as relevant. Moral objections to gambling will also not be accepted. Representations will not be considered relevant if the issues raised can be dealt with by other legislation.

When a valid representation against an application has been received by this Licensing Authority, we may arrange for a meeting to take place with the Applicant and the person who made the representation in order to try to reach an appeasement.

If this is not an appropriate course of action or an agreement cannot be reached then the matter will be taken to a Licensing Sub-Committee hearing.

If it is the case that a representation is rejected then the person who made the representation will be informed in writing that it will not be considered. The decision of the Licensing Authority Officer that the representation is not accepted cannot be appealed against.

10.8 Responsible Authorities

Responsible Authorities will be notified by this Licensing Authority of all premises licence applications and are entitled to make representations in relation to these applications if they are relevant to the licensing objectives.

Section 157 of the Gambling Act 2005 defines those authorities as:

- Gambling Commission
- Police
- Fire Service
- Local Planning Authority
- Environmental Health
- Wiltshire Council Child Protection
- HM Revenue and Customs
- In relation to a vessel;
 - a Navigation Authority,
 - the Environment Agency,
 - the British Waterways Board,
 - the Secretary of State.
- A Licensing Authority in whose area the Premises is situated that is, the Council itself and also any adjoining Council where premises straddle the boundaries between the two.

The contact details of all the Responsible Authorities under the Gambling Act 2005 are available via Wiltshire Council's website – <http://www.wiltshire.gov.uk/licences-permits-gambling> or attached as Appendix B.

10.9 Interested Parties

Interested Parties can make representations in respect of licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as:-

- a) a person or persons who lives sufficiently close to the premises and is likely to be affected by the authorised activities,
- b) a business or businesses whose interests might be affected by the authorised activities, or
- c) an individual or group who represents persons who satisfy paragraph (a) or (b).

Councillors and Town/Parish Councils that cover the area that would be likely affected by the specific premises will be considered as Interested Parties. If individuals wish to approach their local Councillor to ask them to represent their views no specific evidence of being asked to represent an interested person will be required by this Licensing Authority.

Other than these however, this Licensing Authority will require written evidence that a person/body (e.g. an advocate/relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities.

11.0 Compliance and Enforcement

11.1 Inspection

This Licensing Authority inspects premises in Wiltshire to ensure compliance using a risk based approach. We will inspect those premises that are a higher risk or have a history of complaints more frequently than those premises with lower perceived risks. However Licensing Officers will also be permitted to use their discretion.

Inspections may be carried out on Temporary Use Notices and Occasional Use Notices to ensure that the licensing objectives are being promoted.

Joint visits may take place with Responsible Authorities or other agencies where relevant.

11.2 Powers of Entry

Wiltshire Council Licensing Officers are authorised to inspect Gambling Premises in order to assess the premises compliance with the terms and conditions of the Premises Licence.

Licensing Officers are have powers to;

- Enter any gambling premises or premises where gambling is believed to be taking place,
- Use reasonable force in order to enter the premises for inspection purposes, should it be necessary,
- Inspect any part of the premises, any machine or other thing,
- Question any person on the premises,
- Access to any written or electronic record which is kept on the premises, or require that a copy is provided,
- Remove or retain anything if they reasonably believe that it constitutes or contains evidence of the commission of an offence under the Gambling Act 2005, or a breach of a term or condition of the premises licence.

It should be noted that it is an offence if a person, without reasonable excuse, obstructs or fails to cooperate with an Authorised Local Authority Officer who is exercising powers under Part 15 ('Inspection') of the Gambling Act 2005.

It is also an offence to provide false information without reasonable excuse to the Authorised Licensing Officer.

11.3 Complaints

Wiltshire Council Licensing Authority will investigate all complaints received related to gambling activities or Premises.

Licensing Officers will refer complaints to or liaise with other relevant agencies/council services, as appropriate, in order to get complaints addressed.

11.4 Enforcement

This Licensing Authority is responsible for ensuring the compliance of Licences and Permits, along with any relevant Gambling Commission Codes of Practice, in Wiltshire. The Gambling Commission is the enforcement body for Operating and Personal Licences.

This Licensing Authority is guided by the Gambling Commission's Guidance for Local Authorities when it comes to the enforcement action we will take against premises. The action will be:-

- Proportionate
- Accountable
- Consistent
- Transparent
- Targeted

11.5 Reviews

The Gambling Act 2005 sets out the arrangements to enable a review of a premises licence where it is alleged that the licensing objectives are not being promoted. Requests for a review of a premises licence can be made by Interested Parties or Responsible Authorities; however, it is for this Licensing Authority to decide whether the application for review is accepted.

The request for a Review will be determined as appropriate if it is in accordance with, any relevant Code of Practice or Guidance issued by the Gambling Commission; in accordance with Wiltshire Council's Gambling Statement of Principles and is reasonable consistent with the licensing objectives.

This Licensing Authority will also initiate a review of a licence if;

- it has reason to suspect that premises licence conditions are not being observed
- the premises is operating outside of the principles set out in the licensing authority's statement of policy
- there is evidence to suggest that compliance with the licensing objectives is at risk
- for any other reason which gives them cause to believe that a review may be appropriate, such as a complaint from a third party.

Upon review of a premises licence, this Licensing Authority will, having regard to the application for review and any relevant representations and take such steps as it considers necessary for the promotion of the Licensing Objectives. Such steps might be:-

- add, remove or amend a licence condition imposed by the licensing authority
- exclude a default condition imposed by the Secretary (for example, relating to opening hours) or remove or amend such an exclusion
- suspend the premises licence for a period not exceeding three months
- revoke the premises licence.

Appendix A – Table of Delegations of Licensing Functions

Matter to be dealt with	Full Council	Licensing Committee or Licensing Sub Committee	Officers
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate	X		
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Consideration for calling a review			X
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		X	

Matter to be dealt with	Full Council	Licensing Committee or Licensing Sub Committee	Officers
Applications for other permits			X
Cancellation of licensed premises gaming machine			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	
Determination as to whether a person is an Interested Party			X
Determination as to whether representations are relevant			X
Determination as whether a representation if frivolous, vexatious or repetitive			X
Consideration for actions to be taken against illegal gambling			X

Appendix B – Responsible Authorities

Wiltshire Council Licensing Authority

Public Protection – Licensing
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Email: publicprotectionnorth@wiltshire.gov.uk

Wiltshire Constabulary Licensing Officer

Trowbridge Police Station
Polebarn Road
Trowbridge
Wiltshire
BA14 7EP

Email: licensingE@wiltshire.pnn.police.uk

Wiltshire Council Environmental Health

County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Email: publicprotectionwest@wiltshire.gov.uk

Wiltshire Council Planning Department

County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Email: Developmentmanagement@wiltshire.gov.uk

Dorset & Wiltshire Fire and Rescue Service

Five Rivers Health and Wellbeing Centre
Hulse Road
Salisbury
SP1 3NR

Email: fire.safety@dwfire.org.uk

Wiltshire Council Child Protection

Support and Safeguarding
Children's Social Care
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Gambling Commission

Victoria Square House
Victoria Square
Birmingham
B2 4BP

Email: info@gamblingcommission.gov.uk

HM Revenue & Customs

National Registration Unit
Betting and Gaming
Porcullis Head
21 India Street
Glasgow
G2 4PZ

Email: nrubetting&gaming@hmrc.gsi.gov.uk

Appendix C – Local Area Risk Assessment Guidance

Undertaking a local area risk assessment

This Licensing Authority has an expectation that the local area risk assessment will be carried out methodically at a gambling premises; to ensure that there is thorough consideration for all the possible risks.

Whoever is carrying out the assessment should consider the risks associated with;

- the local area,
- the gambling operation, and
- the design of the premises both internally and externally.

When the risks have been identified, this Licensing Authority would envisage that appropriate control measures proportionate to the risks will be considered and implemented. Some of these control measures may already be in place as part of the policies or procedures of the business however both the risks and the control measures should be documented within the assessment. This Licensing Authority considers it beneficial if it was stated who would be responsible for putting the control measures in place and recording when they have been completed.

If the Operator of the premises has requested a Local Area Profile from this Licensing Authority the contents of the profile should be considered within the assessment.

Who should undertake the assessment?

The Gambling Operator has the responsibility of completing the local area risk assessment; however this could be delegated to a competent assessor.

Whoever is tasked with the completion of the document should have an understanding of, the business and how they currently operate or intend to operate, the local area where the premises is situated and its design.

If the local area risk assessment is not completed thoroughly it could result in the Operator breaching the provisions of the Licence Conditions and Codes of Practices submitted by the Gambling Commission.

Step 1: The local area

For the Operator to be able to correctly identify the local risk factors relating to the premises it first must understand what makes up the local area. Certain gambling premises may have a larger sphere of influence than others therefore the local area could be larger than first thought for certain premises.

Step 2: The gambling operation

For this section of the assessment, this Licensing Authority expects the assessor to look at the Gambling Operators' policies and procedures and decide whether these procedures;

- a) result in a risk at the premises based on the local area, or
- b) mitigate risk already identified in the local area and therefore could be used as a control measure.

Step 3: The design of the premises

The design of a premise can assist greatly in the Operators' ability to mitigate and manage identified local risks. It is important that the assessor looks at the risks of both the internal and external design and considers these with reference to the local risks already recognised.

Step 4: Control measures

When all the risk factors have been acknowledged, this Licensing Authority now expects that the assessor will ascertain suitable and appropriate control measures to mitigate the risks identified. The four categories of control measures; systems, design, physical and licence conditions should be considered. For some risks it may be that a combination of control measures are needed to neutralise the risk identified.

Completed assessment

Once the risk assessment has been completed and the control measures documented, they then need to be implemented at the premises. This may involve changes to the layout or design, staff training or changes in procedures. It should be documented when they have been actioned. A copy of the risk assessment should then be kept on the premises; this Licensing Authority expects this to be reviewed regularly.

Appendix D - Local Area Profile

Wiltshire Council's Licensing Authority has produced this document as a guide for gambling operators to use when undertaking and preparing their local area risk assessment. This guide is intended for all gambling premises and hasn't been designed with a specific type of gambling premises in mind.

Wiltshire Council Licensing Authority can provide a profile of a specific area to a gambling operator upon written request within 28 days.

This local area profile will identify key characteristics of Wiltshire in the context of gambling-related harm.

The information provided in this document will help to provide an understanding of the potential risks that may be prevalent to gambling premises in Wiltshire.

Included within the profile is a map identifying hospitals, GP surgeries, schools and higher education buildings, supported accommodation, food banks, job centres and pawn brokers. Also mapped are the locations of all the gambling premises within Wiltshire. Any concerns that this Licensing Authority has in an area will be clearly stated.

Wiltshire Area Profile

(These figures are correct as of 2018, up to date figures will be provided, when a local area profile is requested)

Wiltshire's resident population is 488,400 this figure is gradually increasing. Those aged between 30 to 59 years old make up 40% of Wiltshire's population. The third largest age group within Wiltshire, with 100,000 of our 488,400 residents are those aged over 65. Just less than 1% of the population are aged 90 and over. Those aged 18 or under make up 21.9% of our population.

Wiltshire is mostly an affluent county. The average gross weekly pay for people resident in Wiltshire is £553.10 this is slightly above the South West average of £527 a week and just above the UK average of £552.70 a week.

Wiltshire has relatively low unemployment with only 2.9% of persons aged 16-74 being unemployed, compared with the national average of 4.3%.

Most residents are healthy and enjoy well above average life expectancy. The workforce is generally well-educated and highly skilled. Just over half of Wiltshire's population (50.7%) work in job areas that include: managerial positions, Senior Officials and Professionals. This is above the UK average of 45.6%.

We currently have 38 Gambling Premises the majority of these are located in Town Centres.

Wiltshire Council Risk Factors

Risk Factor – New building developments/conversion

Information will be sought specific to the area requested to ascertain whether any large developments or conversions are being planned that could have an impact on the gambling premises. The increase of residents to an area, or the increase of industrial areas will be stated so that the operator understands the potential clientele it may attract. As this could dramatically change the footfall or the type of customer the premises could receive it is important that this is considered in the local area risk assessment.

Risk Factor – Educational Facilities

Those potentially at risk – Children and Young Persons

These locations will be included as they represent areas where children will be present in larger numbers at certain times of the day, it could also increase the number of adults who have to traverse the area. The operator may wish to consider this in relation to the advertising and frontage of the premises.

It would be expected that the premises considers the risk associated with colleges and other higher educational facilities in relation to under age gambling.

This Licensing Authority will carefully consider the type of premises wishing to be located in an area with educational facilities; the operator will need to mitigate these risks.

It would also be appropriate for operators to take into consideration the location of Children's play parks and other such recreational facilities. The proximity of these areas in relation to the premises needs to be considered similarly as above.

Risk Factor – Healthcare provisions

Those potentially at risk – Vulnerable Persons

GP Surgeries, Hospitals and Mental Health facilities will be mapped due to the potential increase in vulnerable persons who would use these services.

Risk Factor - Location of Job centres, Pawn Brokers, Payday Loan companies and Foodbanks

Those potentially at risk – Unemployed and those with financial difficulties/debt

Job Centres will be accessed by members of the population who are likely to be unemployed and considered likely to have a combination of very low income and a large amount of personal disposable time.

This data locates where those with financial difficulties and debt problems are more likely to be present, visiting places where credit is accessed through less secured means, or places where people are so severely financially constrained they cannot afford to buy food. Although pay day loan shops may be accessed by many

members of the population, these locations may serve to pull vulnerable populations with financial and debt problems into an area by providing them with access to unsecured and easy-access finance.

Risk Factors: Location of Hostels and Supported Accommodation

Those potentially at risk – Homeless or those suffering from housing instability

There are a variety of support services for the homeless, ranging from temporary accommodation to more mid to long-term supported accommodation representing broader housing instability.

Risk Factor – Those currently with substance misuse issues

Those potentially at risk - People with substance misuse problems

The facilities for those struggling with substance misuse may act as a 'pull' for potentially vulnerable people to certain locations. Turning Point has recently commenced a three year contract with Wiltshire Council to support people in Wiltshire with addiction. They provide outreach facilities to enable as many people access to their services as possible. Therefore in coming months and years there may not be any clinics or centres that would draw those with this vulnerability to any specific area.

There could be other areas that attract numbers of vulnerable people who potentially suffer from substance misuse problems which could make them vulnerable in relation to gambling for example areas that are used by rough sleepers.

Details of support agencies can be found in useful contacts Appendix E.

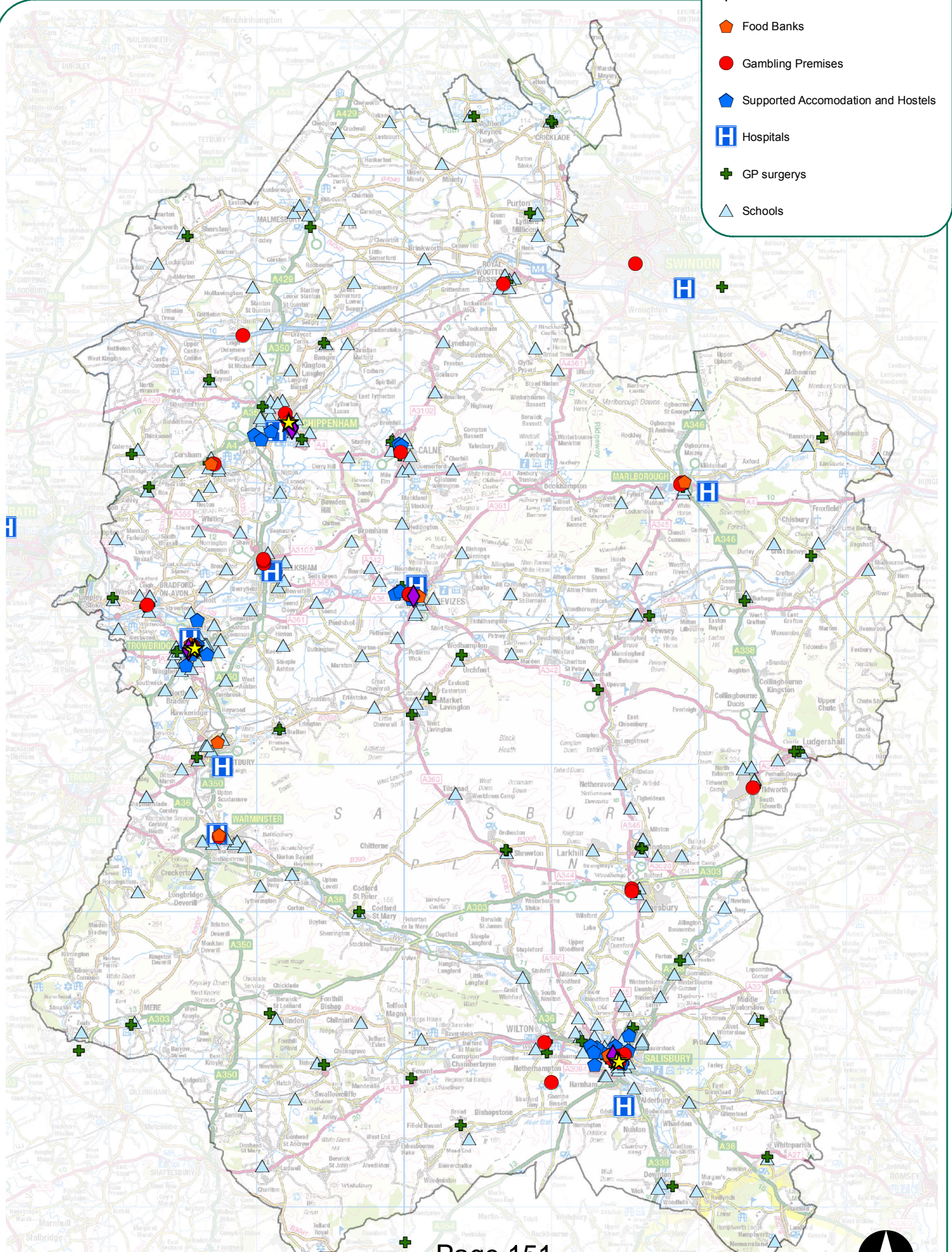
Risk Factor – Crime Rates

Crime statistics will be provided upon request to ensure that the figures for the area are up to date.

The map for Wiltshire as a whole is attached to this document and an example of a Town specific map is also attached to this document.

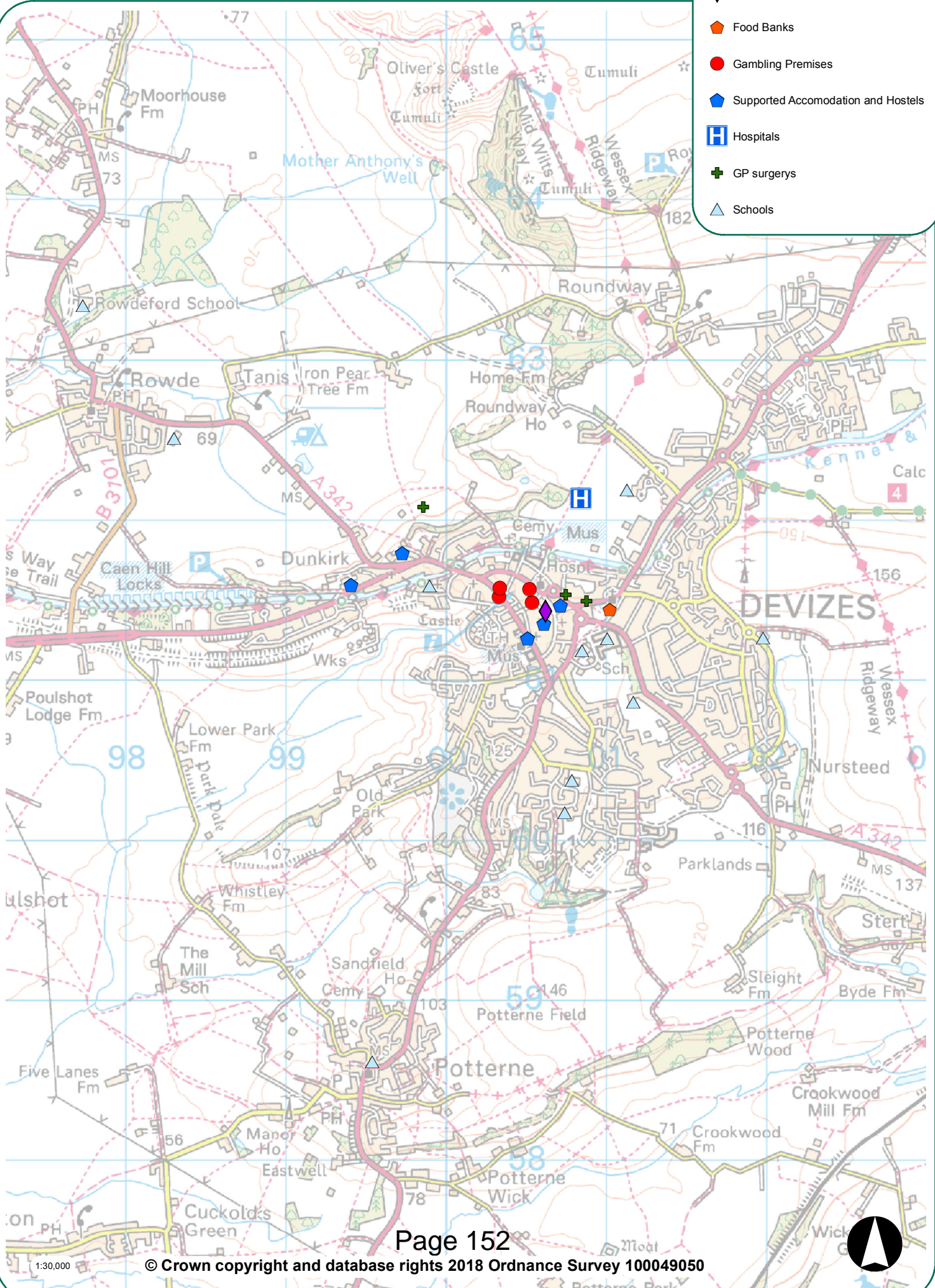
Key Risks

- ★ Pawn Brokers and Payday Loans
- ◆ Job Centres
- 🍷 Food Banks
- 🎰 Gambling Premises
- 🏠 Supported Accomodation and Hostels
- H Hospitals
- 🏥 GP surgeries
- 🎓 Schools



Key Risks

- ★ Pawn Brokers and Payday Loans
- ◆ Job Centres
- ◼ Food Banks
- Gambling Premises
- ◆ Supported Accomodation and Hostels
- H Hospitals
- + GP surgeries
- △ Schools



Appendix E - Useful Contacts

Gamble Aware

www.begambleaware.org

GamCare

1st Floor
91 – 94 Saffron Hill
London
EC1N 8QP

Freephone: 0808 8020 133

Main switchboard: 020 7801 7000

Email: info@gamcare.org.uk

Website: <http://www.gamcare.org.uk/support-and-counselling/face-face-counselling/find-local-counselling>

Gamblers Anonymous UK

<http://www.gamblersanonymous.org.uk/>

Domestic Abuse

<https://www.victimsupport.org.uk/help-victims/ive-been-affected/domestic-abuse>

Women's Aid

<http://www.womensaid.org.uk/>

Samaritans

<http://www.samaritans.org/>

Step Change

<http://www.stepchange.org/Howwecanhelpyou/Debtadvice.aspx>

Citizens Advice Bureau

http://www.adviceguide.org.uk/wales/debt_w/debt_help_with_debt_e.htm

National Debt Line

<https://www.nationaldebtline.org/>

Gov.uk

<https://www.gov.uk/options-for-paying-off-your-debts/overview>

Money Advice Service

<https://www.moneyadviceservice.org.uk/en/tools/debt-advice-locator>

Turning Point

<http://www.turning-point.co.uk>

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Wiltshire Council

Full Council

19 October 2021

Constitutional Update – Cabinet Committee

Executive Summary

Cabinet at its informal meeting on 27 September 2021 considered a report on a governance review of the Stone Circle companies established by the council in 2019. The review examined governance in relation to shareholder requirements, processes for decisions, performance and risk reporting and other matters.

The Leader approved seven recommendations arising from that review on 5 October 2021

Recommendation 3 was to create a Shareholder Group as a Sub-Committee of Cabinet with the Leader as Chair along with two other Cabinet Members. There would be the option to co-opt external commercial expertise to enable the Shareholder Group (after consideration of performance reporting by the Corporate Leadership Team and Overview and Scrutiny) to conduct its role on behalf of the Shareholder.

Part 3C (Delegation of Executive Functions) Appendix 1 of the Constitution is where terms of reference of Cabinet Committees may be outlined. Currently there are no Cabinet Committees.

Full Council is responsible for approving changes to the Constitution. It is therefore asked to delegate authority to the Monitoring Officer to update the constitution once the terms of reference for the Shareholder Group (as Cabinet Committee) are drafted.

Proposals

That Council delegate authority to the Monitoring Officer, following consultation with the Leader of the Council, to amend Part 3C of the Constitution as appropriate to include terms of reference for Stone Circle Shareholder Group

Reasons for Proposals

To ensure the Council's constitution is up to date and to enact the decision of Cabinet.

Perry Holmes – Director of Legal and Governance (and Monitoring Officer)

Constitutional Update – Cabinet Committee

Purpose of Report

1. This report is to request council authorise the Monitoring Officer to update the Constitution as appropriate to reflect the decision of the Leader on 5 October 2021 in respect of the Stone Circle Governance Review

Background

2. The Stone Circle companies were formed in 2019 and with two principle aims. Firstly, to provide homes to residents whose financial circumstance enabled them to afford rents somewhere between council house levels and the private sector, with rental levels offered at above the local housing allowance as well as allowing access to the homes outside the Council's allocation policy. Secondly, to create homes for sale through developing council owned land.
3. Cabinet commissioned a review of the governance arrangements for the Stone Circle companies in February 2021. It agreed a terms of reference and asked the Corporate Director for Resources and Deputy Chief Executive and the Director of Legal and Governance to conduct the review.
4. Cabinet at its informal meeting on 27 September 2021 considered the report on the governance review of the Stone Circle companies established by the council in 2019. The review examined governance in relation to shareholder requirements, processes for decisions, performance and risk reporting and other matters.
5. The Leader approved seven recommendations arising from that review on 5 October 2021 as an Individual Cabinet Member Decision.
6. On 11 May 2015 the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 came into force, having been made on 25 March 2015. These regulations introduced changes to statutory dismissal procedures for Heads of Paid Service, Monitoring Officers and S.151 Officers, to be reported at the first ordinary meeting of Council following the regulations coming into force.

Main Considerations

7. Recommendation 3 approved by the Leader was to create a Shareholder Group as a Sub-Committee of Cabinet with the Leader as Chair along with two other Cabinet Members. There would be the option to co-opt external commercial expertise to enable the Shareholder Group (after consideration of performance reporting by the Corporate Leadership Team and Overview and Scrutiny) to conduct its role on behalf of the Shareholder.

8. Part 3C (Delegation of Executive Functions) Appendix 1 of the Constitution is where terms of reference of Cabinet Committees may be outlined. Currently there are no Cabinet Committees.
9. Full Council is responsible for approving changes to the Constitution as set out at Part 3B Paragraph 1.4.
10. In order to ensure the Stone Circle Governance Review decisions are implemented as soon as practicable, Full Council is therefore asked to delegate approval of terms of reference for the Shareholder Group as a Cabinet Committee to the Monitoring Officer, following consultation with the Leader of the Council.

Safeguarding Implications

11. There are no safeguarding issues arising from this report.

Equalities Impact of the Proposal

12. There are no equalities impacts arising from this report.

Risk assessment

13. There are no significant risks arising from this report

Financial Implications

14. There are no financial implications arising from this report.

Legal Implications

15. The recommendations in this report are consistent with the constitution and there are no legal implications arising from this report

Public Health Impact of the Proposals

16. There are no public health impacts arising from this report.

Environmental Impact of the Proposals

17. There are no environmental impacts arising from this report.

Proposal

18. **That Council delegate authority to the Monitoring Officer, following consultation with the Leader of the Council, to amend Part 3C of the Constitution as appropriate to include terms of reference for Stone Circle Shareholder Group.**

Perry Holmes, Director of Legal and Governance and Monitoring Officer

Report Author: Kieran Elliott, Acting Democracy Manager (Democratic Services),
01225 718504, kieran.elliott@wiltshire.gov.uk

[Link to Cabinet Report and Minutes](#)

[Link to Leader Decision](#)

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Wiltshire Council

Full Council

19 October 2021

Notice of Motion 2021-02 – MyWilts App

From Councillors Paul Sample JP and Stewart Palmen

To consider the following motion submitted in accordance with the constitution:

Council asks officers to amend the MyWilts App to add two final questions, after the report has been closed, to ask: “Has this matter been resolved to your satisfaction?” and: “If not, why not?”

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Wiltshire Council

Full Council

19 October 2021

Notice of Motion 2021-03 – Climate and Ecology

From Councillors Dr Brian Mathew and Gavin Grant

To consider the following motion submitted in accordance with the constitution:

Preamble

Wiltshire Council's draft Green Blue Strategy recognises the need for the ecological emergency to be tackled shoulder to shoulder with the climate crisis.

A number of County Councils including Devon and Oxfordshire, along with over a hundred District, Borough, Town and Parish Councils have, with cross party involvement, declared their support for the Climate and Ecology Bill. They have also written to their Members of Parliament to request they declare their public support for the Bill.

Motion

With the United Nations Climate Change COP26 meeting being hosted by the United Kingdom in Glasgow just weeks away, Wiltshire Council declares its support for the Climate and Ecology Bill and calls on our County's Members of Parliament to publicly declare their support for it.

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Briefing Note

This briefing note is prepared in response to Motion 2021-03 – Cllr Dr Brian Mathew – Climate and Ecology Bill

The motion makes reference to the draft Wiltshire Green Blue Infrastructure Strategy, which is designed to focus on the natural environment and how by creating a strong, well considered network of green and blue corridors and spaces the council can support adaption and resilience to climate change, halt loss of and improve biodiversity and contribute to the health and wellbeing of communities.

The strategy is being consulted upon between 1 September – 17 October 2021 with details at [this link](#).

The Climate and Ecology Bill 2019-21 is a Private Members bill proposed by Caroline Lucas MP.

The House of Commons Library has produced a briefing page in respect of the proposed Bill which is available at [this link](#).

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